

Office of the State Fire Marshal
Division of Personnel Standards and Education
1035 Stevenson Dr.
Springfield, IL 62703-4259

January 2004

**FIRE SERVICE VEHICLE OPERATOR
INSTRUCTOR REFERENCE MANUAL**



**The Office of the
State Fire Marshal,
Division of Personnel
Standards and Education
Would like to THANK the**

Fire Service Vehicle Operator Ad Hoc Committee

For all their Hard Work, Outstanding Efforts And Performance On the Development Of the Fire Service Vehicle Operator Program.

USE OF OUTLINES

Each teaching guide has been prepared as a complete instructional plan. Remember that, as an instructor, you should feel free to modify these outlines to coincide with local procedures, equipment, and situations. To receive the greatest benefit, instructors should first assemble all the items listed under *Materials Needed and References*. Then, after thoroughly reading the material, and reviewing the outline several times for yourself, you should be ready to proceed with the class. It should be noted for the skill section of the lesson plan you should practice *before* class so the skill can be adequately demonstrated to the student.

The components of the instructional plans are separated into units that have a specific purpose within the instructional plan. The instructional plans contain the following sections: *Learning Outcomes, Learning Objectives, Materials Needed, References, Preparation Step, Presentation Step, Key Notes, Application Step, Lesson Summary, Evaluation, and Assignment*. Some sections may have exam sheets for skill evaluation.

The *Learning Objectives* describe the student outcomes. The objectives are written with the understanding that they are student objectives; safety is an integral part of the operation; and the level of achievement has to be outlined by the instructor or some level of achievement prescribed by a state or other certifying agency. The objectives have to be expressed to the class so that the students have an idea of what is expected to them to accomplish.

The *Materials Needed and References* section describes the material that will be needed to do the class plus the references that the instructor and students may need to complete the section.

The *Preparation Step* is designed to get the students' attention and to tell them what is to be covered, what they are expected to do, and why the information is important for them to learn. This part of the instructional plan has been developed to serve only as a guide. All instructors are encouraged to modify the *Preparation Step* so it relates to the local situation. In fact, it should be modified each time the instructional plan is presented.

The next section in the instructional plan is the *Presentation Step*. This section contains the information, in outline form, that the instructor needs to present to accomplish the objectives. The instructor should remember, that since it is in outline form,

just reading it to the students is not sufficient for mastering of the subject by the students. However, if the instructor prepares by reviewing the references indicated, it should not present a problem. Again, material can be added or modified, but care should be exercised to insure the material still meets or exceeds the current objectives.

To assist the instructor in the organization of the material and the information to be presented, a wider right margin for notes has been included for use by the instructor. These notes may include, but are not limited to: notes on material to be presented, visual aids to be used, examples that the instructor may want to use, or activities designed to help the students learn. Feel free to annotate this section in any way that fits your needs.

The *Application Step* is the part of the lesson where the students are provided an opportunity to practice the skills taught during the lesson. During the *Application Step*, the instructor should correct any wrong applications to insure that the students learn the correct method the first time. This is not to be confused with the *Evaluation Section*.

In those outlines of the instructional plan dealing with facts and other forms of knowledge, the *Application Step* was designed as a question and answer type arrangement. This will enable the instructor to determine if the material has been presented in a manner that the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

The *Lesson Summary* is the next section included in the instructional plan. It was designed and functions to bring the lesson to a close and to briefly review the material covered and restate its importance. Depending on the length of a particular training session and the subject being presented, the instructor may have to develop *Interim Summaries* at the end of each session. This permits an orderly transfer of information, and permits the students one last opportunity to determine if they understand the material or not. Instructors should be cautioned against adding any new material during the summary, as this tends to confuse the students and detract from the overall effectiveness of the training session.

The final major section of the instructional plan is the *Evaluation Section*. This section functions as a tool for both the student and the instructor to determine their effectiveness. The instructors can see how well they presented the material and the students can see how much of the material they learned. Areas not mastered should be identified and students given extra help in those areas to achieve the objectives of that unit not mastered. It should be noted that the instructor should develop quizzes for each of the units. This will give the instructor and the students an evaluation method for that unit of instruction.

The last section included in the instructional plan is the *Assignment Section*. This is to permit the instructor the flexibility to determine the order in which the subjects will be presented. If an entire subject is not accomplished in one session, then the information to be covered in the next session can be assigned.

MATERIALS NEEDED:

As required by each instructor for their individual style of instruction

REFERENCES:

Each unit of instruction has a list of references for that unit of instruction.

PREPARATION

1. Read course objective and expected outcomes for the program. Review the course outline: read the use of outlines portion to aid in determining how to make presentations for this program.
2. Read each unit and prepare for instruction. Study the learning objectives for each unit of instruction.
3. Review any activities scheduled for each of the units presented.
4. Review all evaluation forms used in this program.
5. Review all quizzes.
6. Orientate students with an overview of this course of instruction.
7. Make copies of any handouts that are to be used in this program.
8. Review with students the evaluation forms that will guide their progress in this program.
9. Review the course evaluation form for each of the students.

APPLICATION

The *Application Step* is designed as a question and answer type arrangement. This will enable the instructor to determine if

that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

The instructor should summarize the key parts of the instructional units to make sure that the expected outcomes of each unit as well as the course have been achieved.

EVALUATION

- 1. Assignment sheets
- 2. Student self-evaluation forms
- 3. Unit quizzes
- 4. Course/instructor evaluation form
- 5. Instructor course evaluation
- 6. State certification exam

COURSE MATERIAL

Course Instructional Plans, consisting of Unit Lesson Plans, have been developed to relate to the course learning outcomes. Each Unit Lesson Plan contains specific learning objectives, instructor’s notes, student assignment sheets, student self evaluation handouts, and course evaluation forms.

COURSE OUTLINE

UNIT I Orientation

- A. State requirements
- B. Course overview

UNIT II Introduction to Fire Service Vehicle Operations

- A. Goals of Fire Service Vehicle Operator Training Program
- B. Importance of Fire Service Vehicle Operator Training Program
- C. Elements of a comprehensive Fire Service Vehicle Operator Training Program

UNIT III Extent of the Problem

- A. Complexities of driving under emergency conditions
- B. High incidence of accidents involving emergency vehicles
- C. Types, conditions, causes of accidents
- D. Factors which contribute to the incidence of accidents

UNIT IV Personnel Selection

- A. Proper personnel selection procedures
- B. Humans aspects of driver selection
- C. Abilities acquired necessary for driving
- D. Maintaining accurate and complete personnel records
- E. Importance of maintaining proficiency through an on-going training program

UNIT V Necessity of Written SOP’s and SOG’s

- A. Important for an effective emergency vehicle driver training program
- B. Subject areas for written SOP/SOG’s

UNIT VI Legal Aspects

- A. Legal Aspects overview
- B. Changing legal climate and impact on emergency vehicle drivers
- C. Primary legal principles, which affect drivers
- D. Safe driving laws
- E. Individual state and local laws

UNIT VII Vehicle Dynamics

- A. Physical forces
- B. Safe driving skills
- C. Vehicle characteristics

UNIT VIII Vehicle Inspections and Maintenance

- A. Value and importance of regular inspections
- B. Major component systems
- C. Components of an inspection maintenance program
- D. Pre- and post-trip inspections
- E. Preventative maintenance classes
- F. Driver’s role in inspection and maintenance
- G. Keeping accurate and complete records

UNIT IX Emergency Vehicle Operations/Safety

- A. Motivation
- B. Actions to be completed prior to driving
- C. Emergency driving is a complex process

Unit X Administrative

- A. Procedures for reporting unsafe conditions
- B. Procedures for crash investigations

Unit XI Emergency Vehicle Competency Course

- A. Elements of training program safety
- B. Competency course layout

Unit XII Fire Service Vehicle Operator Competency Course Layout

- A. Course overview
- B. Sample course layout

Unit XIII Fire Service Vehicle Operator Practical Skills

- A. Practical key
- B. Practical evolutions

Unit XIV Fire Service Vehicle Operator Hand Signals

- A. Introduction
- B. Hand signals

Unit XV Fire Service Vehicle Operator Student Manual

- A. Student manual (may be duplicated)

COURSE OBJECTIVE

Upon completion of this course, the student should understand Fire Service Vehicle Operator. The student should master the

job performance requirements established in the NFPA Standard 1002, 1998 edition and NFPA Standard 1451, 2002 edition and score a minimum of 70% on the Illinois State Fire Marshal Fire Service Vehicle Operator certification examination.

This course may be used to meet the driving portion of Fire Apparatus Engineer.

COURSE OUTCOMES and LEARNING OBJECTIVES

At completion of this course the student should be able to:

39-1 Understand orientation to Fire Service Vehicle Operations

- 39-1.1** Identify the Illinois State Fire Marshal, Division of Personnel Standards and Education Requirements for Fire Service Vehicle Operator.
- 39-1.2** Identify the NFPA Standards governing Fire Service Vehicle Operations.
 - 39-1.2.1** NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
 - 39-1.2.2** NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition

39-2 Introduction to Fire Service Vehicle Operations

- 39-2.1** Identify the goals of an Fire Service Vehicle Operator Training Program. *NFPA 1002: 1-2, NFPA 1451: 1-2.1, 1-2.2, 4-2.2, 5-1.1*
- 39-2.2** Identify the importance of an Fire Service Vehicle Operator Training Program. *NFPA 1002: 1-2, NFPA 1451: 1-2.1, 1-2.2*
- 39-2.3** Identify the elements of a comprehensive Fire Service Vehicle Operator Training Program. *NFPA 1451: 1-1.3, 4-2.1, 4-2.1.1, 4-2.1.2, 4-2.2, 4-2.3, 4-2.4, 4-3.1, 4-3.2, 4-3.3, 4-3.4, 4-3.5, 4-3.6, 4-3.6.1, 4-3.6.2, 4-3.7, 4-2.5*

39-3 Identify the extent of the problem.

- 39-3.1** Identify the complexities of driving under emergency conditions and the existence of laws governing an emergency vehicle.
- 39-3.2** Identify the high incidence of accidents involving emergency vehicles and the associated deaths and injuries. *NFPA 1451: 4-1.2*
- 39-3.3** Identify the types, conditions, and causes of accidents involving emergency vehicles. *NFPA 1451: 9-2.1, 9-2.5*
- 39-3.4** Identify the factors that contribute to the incidence of accidents involving emergency vehicles. *NFPA 1451: 8-1.1*

39-4 Personnel Selection

- 39-4.1** Identify the proper personnel selection procedures that are the first steps in developing an effective program. *NFPA 1451: 8-2.1*
- 39-4.2** Identify the human aspects of driver selection that are an important component of the process.
- 39-4.3** Identify the number of abilities necessary for driving that must be acquired. *NFPA 1451: 5-1.2, 5-1.3*
- 39-4.4** Identify the importance of maintaining accurate and complete personnel records. *NFPA 1451: 5-6.1, 5-6.2*
- 39-4.5** Identify the importance of maintaining proficiency through an on-going training program based on authority having jurisdiction and written Standard Operating Procedures and Standard Operating Guidelines (SOP/SOG's) for personnel and vehicle changes. *NFPA 1451: 5-2.1, 5-2.2, 5-2.5*

39-5 Necessity of Written SOP's or SOG's

- 39-5.1** Identify the reasons that written SOP/SOG's are important to operating an effective driver training program. *NFPA 1451: 4-3.1, 4-3.2, 4-3.3, 4-3.5*
- 39-5.2** Identify the subject areas for written SOP/SOG's that impact the certification, operations, and re-certification of emergency vehicle drivers. *NFPA 1451: 4-3.6.1, 4-3.6.2, 5-3.7, 5-3.8*
- 39-5.3** Identify written SOG/SOPs which impact emergency response procedures. *NFPA 1451: 7-1.1, 7-1.9, 7-2.1, 7-2.2*

39-6 Legal Aspects

- 39-6.1** Identify the changing legal climate which exists and its impact upon emergency vehicle drivers and their organization. *NFPA 1451: 5-3.4, 5-3.6, 6-1.1, 6-1.2, 6-1.3*
- 39-6.2** Identify the primary legal principles which affect drivers and recognize their implications upon emergency vehicle operations. *NFPA 1002: 2-3.1, NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 8-2.2, 8-3.1, 8-3.1.1, 8-3.1.2, 8-3.2, 8-3.3, 8-3.4, 8-3.5, 8-3.6*
- 39-6.3** Identify the specific state driving laws that affect the emergency vehicle driver. *NFPA 1002: 2-3.1, NFPA 1451: 5-3.4, 6-1.1, 6-1.2, 6-1.3, 6-1.4*
- 39-6.4** Identify the individual state or local laws, standards, and requirements that impact emergency vehicle driver training and operations. *NFPA 1002: 2-3.1, NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 6-2.1, 6-2.2, 8-2.4, 8-2.5, 8-2.7*

39-7 Vehicle Dynamics

- 39-7.1** Identify the physical forces which act upon vehicles and their impact upon vehicle handling. *NFPA 1002: 2-3.1, NFPA 1451: 5-3.8, 5-3.9*
- 39-7.2** Identify safe driving skills when operating emergency vehicles. *NFPA 1451: 7-1.1, 7-1.2, 7-1.3, 7-1.4, 7-1.4.1, 7-1.4.2, 7-1.5, 7-1.6, 7-1.7, 7-1.8*
- 39-7.3** Identify certain vehicle characteristics that can influence the impact of physical forces on emergency vehicles including brake distances and brake fade. *NFPA 1002: 2-3.1, NFPA 1451: 4-2.5, 5-3.8, 5-3.9, 10-1.3, 10-1.4*

39-8 Vehicle Inspections and Maintenance

- 39-8.1** Identify the value and importance of regular inspections and documentation of the inspections on emergency vehicles. *NFPA 1002: 2-2.1, NFPA 1451: 10-1.1*
- 39-8.2** Identify the major component systems of an emergency vehicle. *NFPA 1002: 2-2.1, 2-3.7*
- 39-8.3** Identify the components of an inspection maintenance program. *NFPA 1451: 10-2.1, 10-2.2, 10-2.2.1, 10-2.2.2, 10-2.3, 10-2.3.1, 10-2.3.2, 10-2.4, 10-2.4.1, 10-2.4.2, 10-2.5*
- 39-8.4** Identify how to perform pre and post-trip inspections. *NFPA 1002: 2-2.1, NFPA 1451: 5-3.5, 10-2.2, 10-2.3.1*
- 39-8.5** Identify the various classes of preventative maintenance and the importance of a preventative maintenance program for emergency vehicles. *NFPA 1002: 2-2.1, NFPA 1451: 10-1.1, 10-2.3*
- 39-8.6** Identify the role of the driver in inspections and maintenance. *NFPA 1002: 2-2.2, NFPA 1451: 10-2.1*
- 39-8.7** Identify the importance of keeping accurate and complete records. *NFPA 1002: 2-2.2, NFPA 1451: 5-3.10, 10-3.1, 10-3.2*

39-9 Emergency Vehicle Operations/Safety

- 39-9.1** Identify that motivation is both physically and mentally based. *NFPA 1002: 1-3, NFPA 1451: 5-1.1, 5-1.2, 5-1.3*
- 39-9.2** Identify the number of important actions which must be completed prior to initiating driving. *NFPA 1451: 4-1.1, 4-1.2, 4-1.3, 4-1.4, 4-1.5, 5-3.1*
- 39-9.3** Identify the emergency response driving is a complex process. *NFPA 1002: 2-3.1 thru 2-3.7, NFPA 1451: 5-2.3, 5-2.4*

39-10 Administrative

- 39-10.1** Identify the procedures for reporting unsafe conditions. *NFPA 1451: 8-1.1, 8-1.1.1, 8-1.1.2, 8-1.1.3*
- 39-10.2** Identify the procedures for crash investigations. *NFPA 1451: 9-1.1, 9-1.2, 9-1.3, 9-1.4, 9-2.1, 9-2.2, 9-2.3, 9-2.3.1, 9-2.4, 9-2.5*

39-11 Emergency Vehicle Competency Course

- 39-11.1** Identify the elements of training program safety. *NFPA 1451: 5-5.1, 5-5.2, 5-5.3, 5-5.4, 5-5.5, 5-5.6, 5-5.7, 5-5.8, 5-5.8.1, 5-5.8.3, 5-5.8.4, 8-1.2, 8-1.3, 8-1.4, 8-1.4.1, 8-1.4.2, 8-1.5, 8-1.6, 8-1.6.1, 8-1.6.2, 8-1.6.2.2, 8-1.6.2.3, 8-1.6.2.4, 8-1.6.2.5, 8-1.6.2.6, 8-1.6.2.7, 8-1.7*
- 39-11.2** Demonstrate the purpose of successfully completing a competency course. *NFPA 1002: 2-3.1, 2-*

3.2, 2-3.3, 5-1.2,
5-1.3, 5-2.2, 5-3.2

Course/Instructor Evaluation

Instructor Name: _____ Date: _____

Course Title: _____ Course Location: _____

This form will give the student the opportunity to evaluate the Course/Instructor. Your name need not be on this form unless you desire to sign it. Evaluation is an important part of the instruction process. This form will aid the instructor in their methods of instruction and provide feedback into the course content and design.

5 = Outstanding	Exceptionally well organized and prepared.
4 = More than satisfactory	Consistently well organized and prepared.
3 = Satisfactory	Reasonably organized and prepared.
2 = Less than satisfactory	Sometimes lack organization.
1 = Poor	Disorganized and unprepared.

					LEVEL OF PERFORMANCE					RATING SCALE	
					1	2	3	4	5		
1.	Organization and preparation of class material				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2.	Explanation of concepts and principles				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	Ability to create interest in class material					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Knowledge of material				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	Enthusiasm in teaching students				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	Motivation of students				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7.	Use of teaching techniques					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Learning objectives explained				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	Adequate student handout material					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Course content				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	Overall rating of instructors performance					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ILLINOIS ADMINISTRATIVE CODE AND DIVISION OF PS&E FORMS

Section 140.259 Fire Service Vehicle Operator

Fire Service Vehicle Operations is designed to give fire service personnel the basic knowledge and skills to safely perform fire service vehicle operations as defined by NFPA 1451, Fire Service Vehicle Operations Program.

- a) Prerequisites:
 - 1) Successful completion of Fire Service Vehicle Operator course
 - 2) Certification of Firefighter II to achieve full certification of Fire Service Vehicle Operator. If the individual is not certified Firefighter II, a provisional certification will be awarded until Firefighter II certification is awarded.
 - 3.) Passage of state practical exam.
 - 4.) Passage of state written exam
 - 5.) See Section 140.50a
- b) Instructor Requirements (See Section 140.15c)
- c) Facility Certification and Delivery System.
 - 1) Course Approval (See Section 140.15)
 - 2) Facility Approval (See Section 140.11)
- d) State Certified Written Examination. To be certified as Fire Service Vehicle Operator, candidates must take and pass state written exam.
- e) State Certification Practical Skill Examination (See Section 140.50j)
- f) Equivalent courses (See Section 140.18)

-

Office of the State Fire Marshal
Div. of Personnel Standards and Education
1035 Stevenson Dr.



Springfield, Ill 62703-4259

Course Approval Submission Form

- A. Please review Ill. Admin. Code, Sections 140.1 through 140.420 to comply with regulations.
- B. This form is required for all training and education conducted in fire departments or schools.
- C. Complete Course Approval Submissions, including course outline and examinations where applicable, are required every five years on January 1, unless:
 - 1) change of Fire Chief/School Director.
 - 2) change in course content.
 - 3) addition of course not previously submitted.

Fire Department/School Academy _____

Address _____ Phone (____) _____

_____ Date _____

Course Approval Information
Calendar year January 1, through December 31,

Course Name	Course # (where applicable)
Firefighter II	
Firefighter III	
Fire Apparatus Engineer	
Hazardous Materials Awareness	
Hazardous Materials First Responder Operations	
Hazardous Materials Technician A	
Hazardous Materials Technician B	
Hazardous Materials Incident Command	
Chemistry of Hazardous Materials	
Airport Firefighter	
Rescue Spec./Confined Space	
Rescue Spec./Vertical I	
Rescue Spec./Vertical II	
Technical Rescue Awareness	
Structural Collapse Operations	
Structural Collapse Technician	
Trench Operations	
Trench Technician	
Vehicle and Machinery Operations	
Motorsports Safety Technician	
Fire Service Vehicle Operator	

The following courses are ONLY College and Association classes

Colleges Only

Final Exams

Management I		
Management II		
Management III		
Management IV		
Fire Prevention Principles		
Tactics & Strategy I		

OR

Signature of Fire Chief	Signature of Academy Director

Initial Course Approval _____
 Course(s) Denied _____
 Comments _____
 Staff Initials _____
 Date _____
 IL 592-0089 (1/99)

form has been approved by the Forms Management Center.



APPLICATION FOR CERTIFICATION/VALIDATION-ATTESTATION SHEET

APPLICANT'S NAME: _____ S.S.# _____
Home Address _____

FIRE DEPT. MEMBERSHIP: _____ Phone() _____
Address _____ Date: _____

Transcripts or Completion Records (non-credit delivery) must be attached.

140.50 Certified Firefighter II	140.185 Public Fire and Life Safety Ed. III
140.55 Airport Firefighter	140.200 Fire Investigator
140.60 Certified Firefighter III	140.215 Fire Inspector II and Plan Examiner
140.65 Certified FAE	140.220 Fire Inspector III and Plan Examiner
140.70 Fire Officer I	140.225 Haz. Mat. First Responder-Awareness
140.70 Provisional Fire Officer I	140.230 Haz. Mat. First Responder-Operations
140.71 Fire Service Executive Support	140.232 Haz. Mat. Technician A OR B
140.80 Fire Officer II	140.234 Chemistry of Hazardous Materials
140.80 Provisional Fire Officer II	140.238 Hazardous Materials Incident Command

- 140.130 Fire Service Instructor I

140.140 Fire Service Instructor II

140.150 Fire Service Instructor III

140.155 Training Program Manager

140.171 Fire Prevention Officer

140.172 Juvenile Firesetter Intervention Spec.

140.180 Public Fire and Life Safety Ed. II

140.259 Fire Service Vehicle Operator

140.257 Motorsports Safety Technician

140.244 Trench Technician
- 140.239 Technical Rescue Awareness

140.240 Rescue Specialist-Roadway Extrication

140.242 Rescue Specialist-Confined Space

140.243. Trench Operations

140.245 Rescue Specialist-Vertical I

140.246 Rescue Specialist-Vertical II

140.248 Structural Collapse Operations

140.251 Vehicle/Machinery Operations

140.249 Structural Collapse Technician

This form is to be signed by the School Director, Instructor AND employing Fire Chief before submission to Office for certification. By my signature as a **School Director and qualified Instructor** of the Authority Having Jurisdiction, I attest that all course objectives have been taught all cognitive and practical skills successfully accomplished, and that records exist and are available for review by the Division of Personnel Standards and education.

School Director’s Signature/or Employing Fire Chief

Date

Qualified Instructor’s Signature

Date

By my signature as employing Fire Chief, I certify this individual is an employee of my fire department meeting specifications in 50 Illinois Compiled Statutes (ILCS) 740/2, Illinois Fire Protection Training Act. I attest that this applicant has exhibited experience and documentation exists supporting the appropriate Illinois Administrative Code. All certification training requirements for this individual have been met, applicable practical skill evolutions have been successfully accomplished, and training records exist substantiating this documentation and are available for review by the Division of Personnel Standards and Education.

Employing Fire Chief

Date

The OSFM is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 50 ILCS, Act 740, Illinois Fire Protection Training Act. Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed. This form has been approved by the Forms Management Center.



Office of the State Fire Marshal
Div. of Personnel Standards and Education
1035 Stevenson Dr.
Springfield, Ill 62703-4259

COURSE COMPLETION ROSTER
****This Roster MUST BE FULLY COMPLETED****

Successful completion of a course is determined by following the Illinois Administrative Code, Section 140, Part 140.16.


NAME OF TRAINING FACILITY OR SCHOOL:	
LOCATION OF CLASS:	PROGRAM HOURS:
CLASS INSTRUCTOR:	COURSE STARTED:
COURSE TITLE/AND OR #:	COURSE ENDED:

STUDENT NAME AND S.S. #:	Fire Dept. OR Fire Prot. Dist.:	HOURS ABSENT:

--	--	--

My signature on this document certifies that the end-of course examinations have not been compromised prior to the exam date and that they were administered under the rigid controls as required by the Division of Personnel Standards and Education, Office of the State Fire Marshal.

Fire Chief or School Coordinator

<p><i>Request for Examination</i> (Specify <u>ONE</u> level of test here)</p>		<p>Office of the State Fire Marshal Div. of Personnel Standards and Education 1035 Stevenson Dr. Springfield, Ill 62703-4259</p>
<p>Fire Department/School:</p>		<p>Phone: ()</p>
<p>Address:</p>		
<p>Fire Department/School Having Current Course Approval:</p>		
<p>By my signature below as Fire Chief/School Director, I certify that all firefighter certification training requirements as established by the Division of Personnel Standards and Education have/will have been met for the individuals requesting the examination. As Fire Chief/School Director, I certify that all individuals are fire protection personnel meeting 50 ILCS 740§.</p> <p>Check the appropriate box below</p> <p>As Fire Chief, I further certify that Fire Department records exist for each individual covering all training requirements; e.g., subject areas, practical skill examinations. By my signature, I further certify that this request form serves as a partial roster of current members of my department.</p> <p>As School Director I further certify that all firefighter certification training requirements as established by the Division of Personnel Standards and Education have/will have been met for the individuals requesting the examination.</p>		

Fire Chief/School Director Printed Name:
Fire Chief/School Director Social Security Number:
Fire Chief/School Director Signature:
Qualified Instructor Printed Name:
Qualified Instructor Social Security Number:
Qualified Instructor Signature:

FIREFIGHTER EXAMINATION REQUESTED DATES AND LOCATIONS:

	Date	Location	Time
1 st Choice			
2 nd Choice			
3 rd Choice			
4 th Choice			

<div>Specify Level of Exam</div>	For Office Use Only Request Number:
----------------------------------	--

Please print all information clearly
*Home addresses, fd status and date entered fire service are required for all

NAME	SS #	FD	FDID
1.			
*Home Address		Paid POC VOL	Date Entered Fire Service
2.			
*Home Address		Paid POC VOL	Date Entered Fire Service
3.			
*Home Address		Paid POC VOL	Date Entered Fire Service
4.			
*Home Address		Paid POC	Date Entered Fire Service

		VOL	
5.			
*Home Address		Paid POC VOL	Date Entered Fire Service
6.			
*Home Address		Paid POC VOL	Date Entered Fire Service

Fire Service Vehicle Operator

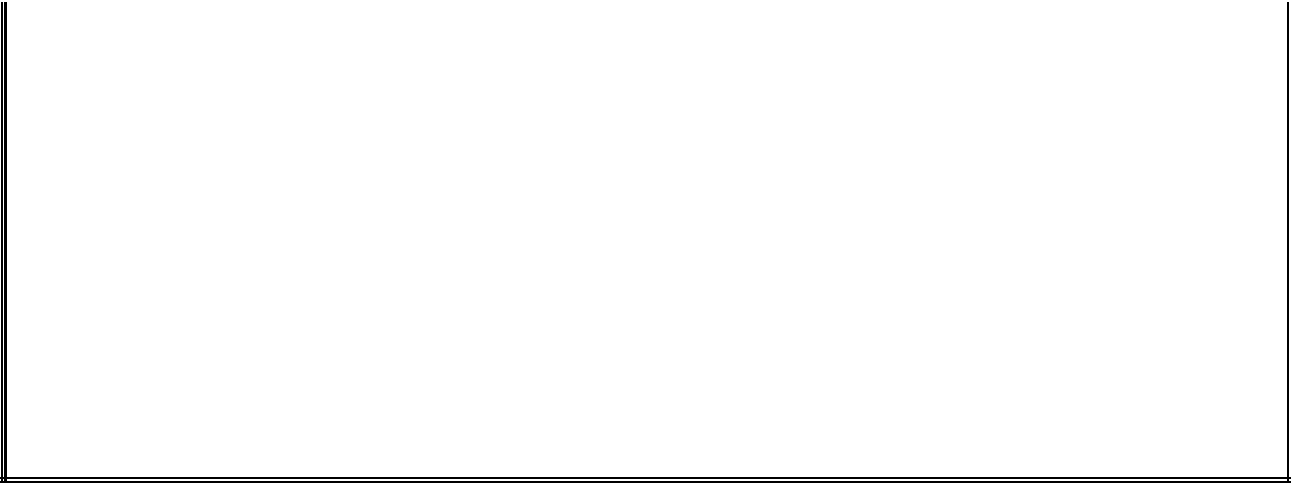
Unit I

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction.
2. Review the instructor's notes.
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

ACTIVITIES

Per instructor's design



UNIT OBJECTIVE

After completing the unit, the student should know the Illinois State Fire Marshal’s requirements, NFPA Standards governing Fire Service Vehicle Operator, and their roles and responsibilities. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT I ORIENTATION**
- A. State requirements
 - B. Course overview

LEARNING OBJECTIVES

- 39-1 Understand orientation to Fire Service Vehicle Operations**
 - 39-1.1** Identify the Illinois State Fire Marshal, Division of Personnel Standards and Education Requirements for Fire Service Vehicle Operator.
 - 39-1.2** Identify the NFPA Standards governing Fire Service Vehicle Operations.
 - 39-1.2.1** NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998_Edition
 - 39-1.2.2** NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies
- Handout material

REFERENCES

- OSFM Rules
- NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition

PREPARATION

1. Read the unit carefully and plan for instruction
2. Review the instructors' notes.
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with the student the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will ensure the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives.
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit I Fire Service Vehicle Operator Orientation

- I. Identify the Illinois State Fire Marshal, Division of Personnel Standards and Education Requirements for Fire Service Vehicle Operator. **OSFM 39-1.1**
 - A. Fire Service Vehicle Operations Certification
 1. Qualifications
 - a. Provisional Certification – not certified Firefighter II
 - b. Full Certification – certified Firefighter II
 2. Completion of course – see note below
 3. Completion of state practical exam – at least 8 hours driving
 4. Passage of state written exam
 - B. Instructor requirements
 1. Instructor I certification
 2. Fire Service Vehicle Operator certification
- II. Identify the NFPA Standards governing Fire Service Vehicle Operations. **39-1.2**

- A. NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 edition **39-1.2.1**
- B. NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition **39-1.2.2**

NOTE: Refresher training is recommended every 3 years and as new vehicles are put into service.

FIRE SERVICE VEHICLE OPERATOR

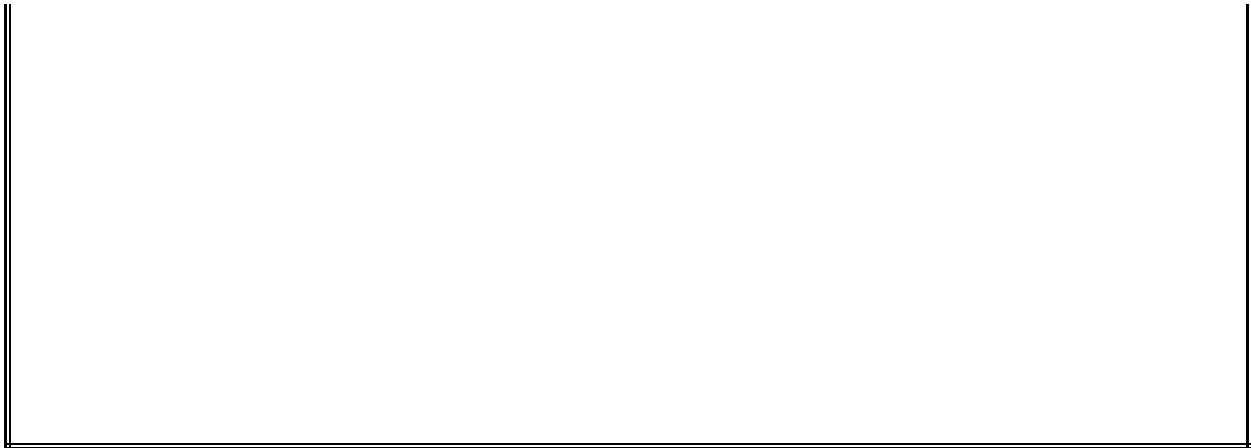
UNIT II

NOTES TO THE INSTRUCTOR

- 1. Read the unit carefully and plan for instruction.
- 2. Review the instructor’s notes.
- 3. Make copies of handouts, tests to be distributed to the students in this unit.
- 4. Discuss handouts.
- 5. Review with students the areas to be covered and any activities to be accomplished for this unit.
- 6. Discuss unit objective and learning objectives.

ACTIVITIES

Per instructor’s design



UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal’s requirements and the NFPA Standards governing Fire Service Vehicle Operator, and their roles and responsibilities. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT II Introduction to Fire Service Vehicle Operations**
 - A. Goals of Fire Service Vehicle Operator Training Program
 - B. Importance of Fire Service Vehicle Operator Program
 - C. Elements of a comprehensive Fire Service Vehicle Operator Program

LEARNING OBJECTIVES

- 39-2 Introduction to Fire Service Vehicle Operations**
 - 39-2.1** Identify the goals of an Fire Service Vehicle Operator Training Program. *NFPA 1002: 1-2; NFPA 1451: 1-2.1, 1-2.2, 4-2.2, 5-1.1*
 - 39-2.2** Identify the importance of a Fire Service Vehicle Operator Training Program. *NFPA 1002: 1-2; NFPA 1451: 1-2.1, 1-2.2*
 - 39-2.3** Identify the elements of a comprehensive Fire Service Vehicle Operator Training Program. *NFPA 1451: 1-1.3, 4-2.1, 4-2.1.1, 4-2.1.2, 4-2.2, 4-2.3, 4-2.4, 4-3.1, 4-3.2, 4-3.3, 4-3.4, 4-3.5, 4-3.6, 4-3.6.1, 4-3.6.2, 4-3.7, 4-2.5*

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies
- Computer aided programs
- Handout material

REFERENCES

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program,
2002 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 1, Appendix One

PREPARATION

- 1. Read the unit carefully and plan for instruction.
- 2. Review the instructors’ notes.
- 3. Make copies of the handouts, tests to be distributed to the students in this unit.
- 4. Discuss handouts.
- 5. Review with the students the areas to be covered and any activities to be accomplished for this unit.
- 6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

- 1. Review unit objective and key points in the lesson presented.
- 2. Review learning objectives.
- 3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

- 1. Discuss the student assignment handout for the unit.
- 2. Student self – evaluating form handout.
- 3. Give a written quiz.

ASSIGNMENT

As per instructor’s requirements.

Unit II Introduction to Fire Service Vehicle Operations

- I. Identify the goals of an Emergency Vehicle Driver Training Program. **OSFM 39-2.1, NFPA 1002: 1-2; NFPA 1451: 1-2.1, 1-2.2, 4-2.2, 5-1.1**
 - A. To present:
 - 1. Necessary classroom training
 - 2. Competency course training
 - 3. Testing for new and existing emergency drivers
 - B. To help prevent:
 - 1. Crashes
 - 2. Injuries
 - 3. Fatalities
- II. Identify the importance of an Emergency Vehicle Driver Training Program. **OSFM 39-2.2, NFPA 1002: 1-2; NFPA 1451: 1-2.1, 1-2.2**

- A. 25% of all firefighters killed in the line of duty are either responding to or returning from the scene of an emergency incident.
- B. A number of fire service personnel have been criminally charged for vehicle accidents they have caused when death or serious injury has occurred.
- C. A method to attempt to ensure all emergency vehicle drivers perform properly and professionally.
- D. A comprehensive program provides direct evidence that the emergency service organization recognizes the consequences of inappropriate behavior.
- E. Taking the proper steps to initiate such a program will help ensure that emergency vehicle drivers are proficient in emergency and non-emergency driving situations.

III. Identify the elements of a comprehensive Emergency Vehicle Driver Training Program. **OSFM: 39-2.3, NFPA 1451: 1-1.3, 4-2.1, 4-2.1.1, 4-2.1.2, 4-2.2, 4-2.3, 4-2.4, 4-3.1, 4-3.3, 4-3.4, 4-3.5, 4-3.6, 4-3.6.1, 4-3.6.2, 4-3.7, 4-2.5**

A. Classroom instruction

- 1. Minimum of eight hours
- 2. Test attitude and knowledge
- 3. Understanding of the emergency driver's responsibility during non-emergency situations

B. Competency Course Completion (*Course layout located in practical section based on NFPA 1002, Appendix A*)

- 1. Introduce trainee to the emergency vehicles he/she may be driving.
- 2. Identify strengths and weaknesses of the trainee and allow him/her to build confidence.
- 3. Specific tasks that will be measured by competency course training and the purposes of those exercises.
- 4.
 - a. Straight Line Exercise
 - 1) To familiarize the emergency vehicle driver with operating the vehicle within close quarters both in forward and reverse directions at a steady speed.
 - 2) To enable the driver to adjust the mirrors for proper viewing, make minor adjustment in steering, and gain confidence in traversing a restricted area.
 - b. Confined Space Turnaround Exercise
 - 1) To allow the driver to become familiar with the turning radius of the vehicle.
 - 2) To permit the driver to interpret depth perception involving the placement of the rear of the vehicle as seen through the vehicle's mirrors.
 - c. Loading/Alley Dock Exercise
 - 1) To familiarize the driver with positioning the emergency vehicle to back into a confined space.
 - 2) To judge depth perception and distance using the vehicle's mirrors to position the rear of the vehicle at or close to a fixed point.
 - d. Serpentine Exercise
 - 1) To familiarize the driver with the location of the corners of the vehicle for maneuverability purposes.
 - 2) To familiarize the driver with the turning radius of the vehicle while proceeding forward and backward

- 3) To require the driver to utilize both mirrors of the vehicle during one continuous exercise.
 - 4) To increase the driver's confidence in use of mirrors for vehicle maneuvering.
 - e. Lane Change/Off-Set Alley Exercise
 - 1) To allow the driver to become aware of the front and rear tracking of the vehicle.
 - 2) To familiarize the driver with depth perception through the vehicle's mirrors, especially recognizing the location of the right rear wheel.
 - f. Parallel Park Exercise (*Optional, can be used for driving validation of Fire Apparatus Engineer*)
 - 1) To allow the driver to understand the importance of vehicle positioning prior to starting a movement that requires an exact ride side placement.
 - 2) To familiarize the driver with the turning radius of the vehicle as it impacts restricted side placement.
 - 3) To enable the driver to locate the position of the right front extremity of the vehicle while completing the maneuver.
 - 4) To enable the driver to place the right side of the vehicle at a specific point utilizing the vehicle's mirrors.
 - g. Diminishing Clearance Exercise
 - 1) To familiarize the driver with the importance of properly aligning a vehicle when entering a very confined asymmetrical area.
 - h. Stopping Exercise
 - 1) To familiarize the driver with the position of the front of the vehicle.
 - 2) To require the driver to brake smoothly and precisely while bringing the vehicle to a stop at a specified point.
5. Street and highway driving
 - a. Minimum of eight hours of supervised behind the wheel driving required.
 - b. Driving shall begin after the trainee has completed a competency course.
 - c. Driving requirements
 - 1) Four left and right turns – includes turns at traffic lights, stop signs, and uncontrolled intersections. The turns should range in difficulty from easy to hard and include a variety of intersections.
 - 2) A straight section of an urban business street – includes intersections, traffic lights, moderate traffic density, and sections that allow lane changes. Should be one to two miles long.
 - 3) Intersections – at least one through and two intersections where stops must be made. If possible, should be part of the urban business street section (#2).
 - 4) One railroad crossing – should be uncontrolled crossing, if possible, and enough distance to allow driver to safely approach and enter crossing. May be simulated if crossing is not available.
 - 5) One curve, either to left or right.
 - 6) A section of expressway – should be 4-lane controlled access highway with

conventional entrance and exit ramps and section should be long enough to allow two lane changes. A two lane rural highway may be substituted if expressway is not available, but must include challenges similar to those found on an expressway.

- 7) A downgrade – should be steep and long enough to require gearing down and braking.
- 8) An upgrade – should be steep and long enough to require gear changing and maintain speed.
- 9) A downgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly.
- 10) An upgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly.
- 11) One underpass, low clearance, or bridge – should have posted clearance height or weight limit.

C. Testing

1. 70% passage of state written exam
2. 100% passage of completion of practicals (***Authority having jurisdiction must document and test candidates in all vehicles in which they will be authorized to drive.***)

FIRE SERVICE VEHICLE OPERATOR

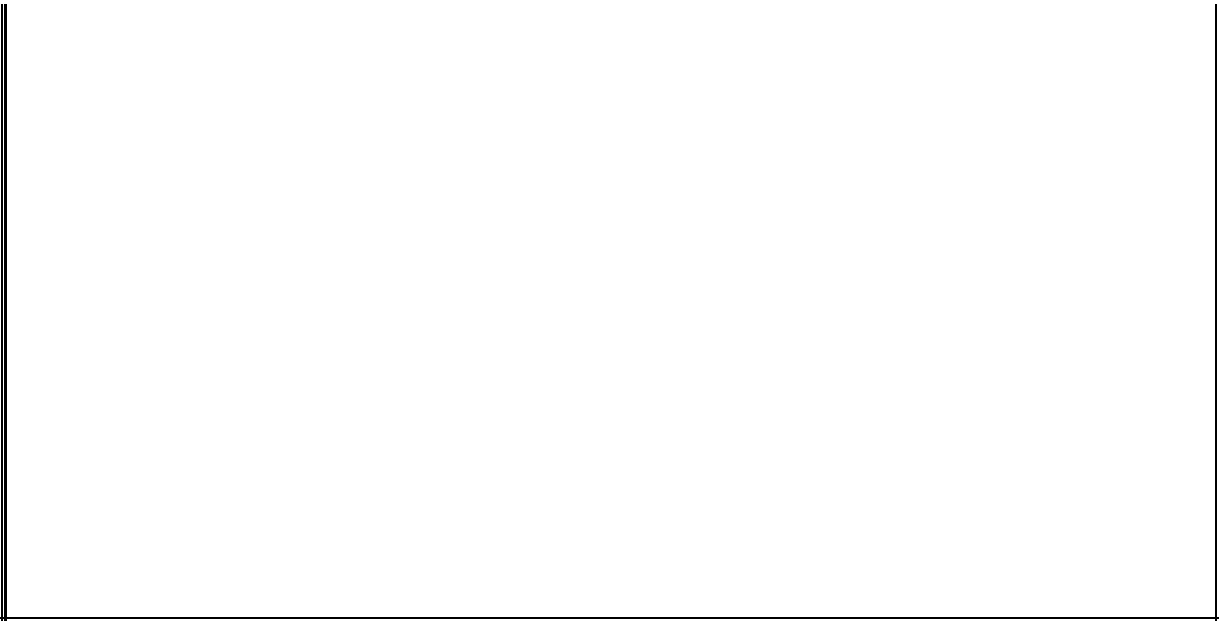
UNIT III

NOTES TO THE INSTRUCTOR

- 1. Read the unit carefully and plan for instruction.
- 2. Review the instructor’s notes.
- 3. Make copies of handouts, tests to be distributed to the students in this unit.
- 4. Discuss handouts.
- 5. Review with students the areas to be covered and any activities to be accomplished for this unit.
- 6. Discuss unit objective and learning objectives.

ACTIVITIES

Per instructor’s design



UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal’s requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to extent of the problem emergency vehicle driver’s face while operating an emergency vehicle. The student should demonstrate these jobs performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT III Extent of the Problem**
- A. Complexities of driving under emergency conditions
 - B. High incidence of accidents involving emergency vehicles
 - C. Types, conditions, causes of accidents
 - D. Factors which contribute to the incidence of accidents

LEARNING OBJECTIVES

- 39-3 Identify the extent of the problem.**
- 39-3.1** Identify the complexities of driving under emergency conditions and the existence of laws governing an emergency vehicle.
 - 39-3.2** Identify the high incidence of accidents involving emergency vehicles and the associated deaths and injuries.
NFPA 1451: 4-2.1.2
 - 39-3.3** Identify the types, conditions, and causes of accidents involving emergency vehicles. *NFPA 1451: 9-2.1, 9-2.5*
 - 39-3.4** Identify the factors that contribute to the incidence of accidents involving emergency vehicles.
NFPA 1451: 8-1.1

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies
- Computer aided programs
- Handout material

REFERENCES

Illinois Motor Vehicle Code
NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 2,

PREPARATION

- 1. Read the unit carefully and plan for instruction.
- 2. Review the instructors’ notes.
- 3. Make copies of handouts, tests to be distributed to the students in this unit.
- 4. Discuss handouts.
- 5. Review with students the areas to be covered and any activities to be accomplished for this unit.
- 6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been prepared in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

- 1. Review unit objective and key points in the lesson presented.
- 2. Review learning objectives
- 3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

- 1. Discuss the student assignment handout for the unit.
- 2. Student self – evaluating form handout.
- 3. Give a written quiz.

ASSIGNMENT

As per instructor’s requirements.

Unit III Extent of the Problem

- I. Identify the complexities of driving under emergency conditions and the existence of laws governing an emergency vehicle. **OSFM: 39-3.1**
 - A. Misconception that exemptions and privileges granted by each state’s motor vehicle laws guarantee safe passage during emergency responses.
 - B. Many emergency drivers feel the sole source of the emergency response problem is the general public’s failure to properly yield to emergency vehicles.
 - 1. Public is under a certain amount of obligation to both understand and execute compliance with motor vehicle laws; it is not realistic or practical to expect the public to react properly each time.
 - C. Emergency vehicle drivers must be trained to understand that they may only request the right-of-way.

It cannot be assumed or forced.

II. Identify the high incidence of accidents involving emergency vehicles and the associated deaths and injuries.

OSFM: 39-3.2, NFPA 1451: 4-2.1.2

A. Responding to and/or returning from alarms is consistently the second leading cause of firefighter deaths, following heart attacks.

B. Incidents by frequency of accidents

1. Intersections – 24%
2. Fire Related – 7%
3. Rear end – 11%
4. Overturn – 13%
5. All others – 45%

C. Incidents by severity of accidents

1. Intersections – 45%
2. Fire Related – 5%
1. Rear End – 8%
2. Overturn – 13%
3. All others – 29%

III. Identify the types, conditions, and causes, of accidents involving emergency vehicles. **OSFM: 39-3.3, NFPA 1451: 9-2.1, 9-2.5**

A. The result of an emergency vehicle accident can vary widely in the degree of severity. The following are the four areas of impact resulting from all but the very minor incidents:

1. Personnel injury or death
2. Peripheral injury or death
3. Vehicle and equipment loss
4. Long term impact

B. Other impacts

1. Loss of experienced personnel
2. Stress of criminal or civil litigation
3. Financial impacts
4. Failure to deliver emergency services
5. Poor public image

IV. Identify the factors that contribute to the incidence of accidents involving emergency vehicles. **OSFM: 39-3.4, NFPA 1451: 8-1.1**

A. Driver Error

1. Frequency – 53%
2. Severity – 59%

B. Maintenance

1. Frequency – 8%

2. Severity – 8%

C. Error other

1. Frequency – 18%

2. Severity – 21%

D. Unknown

1. Frequency – 21%

2. Severity – 12%

FIRE SERVICE VEHICLE OPERATOR

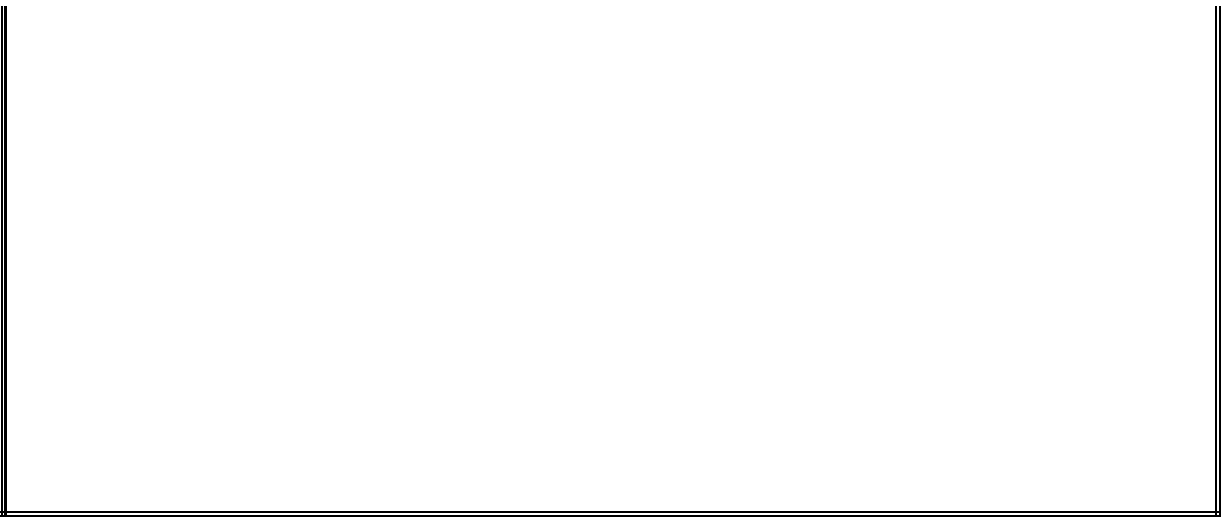
UNIT IV

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction.
2. Review the instructor's notes.
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

ACTIVITIES

Per instructor's design



UNIT OBEJCTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards proper personnel selection, abilities needed for emergency vehicle driving, and the importance of maintaining accurate and complete personnel records.

UNIT OUTLINE

UNIT IV Personnel Selection

- A. Proper personnel selection procedures
- B. Human aspects of driver selection
- C. Abilities acquired necessary for driving
- D. Maintaining accurate and complete personnel records
- E. Importance of maintaining proficiency through an on-going training program

LEARNING OBJECTIVES

39-4 Personnel Selection

- 39-4.1** Identify the proper personnel selection procedures that are the first steps in developing an effective program. *NFPA 1451: 8-2.1*
- 39-4.2** Identify the human aspects of driver selection that are an important component of the process.
- 39-4.3** Identify the number of abilities necessary for driving that must be acquired. *NFPA 1451: 5-1.2, 5-1.3*
- 39-4.4** Identify the importance of maintaining accurate and complete personnel records. *NFPA 1451: 5-6.1, 5-6.2*
- 39-4.5** Identify the importance of maintaining proficiency through an on-going training program based on authority having jurisdiction and written Standard Operating Procedures and Standard Operating Guidelines (SOP/SOG's) for personnel and vehicle changes. *NFPA 1451: 5-2.1, 5-2.2, 5-2.5*

MATERIALS NEEDED

Flip chart
Overhead projector and transparencies
Computer aided programs
Handout material

REFERENCES

NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 3

Unit IV Personnel Selection

- I. Identify the proper personnel selection procedures that are the first steps in developing a0n effective program. **OSFM 39-4.1, NFPA 1451: 8-2.1**
 - A. Three principles of safe operations
 1. Driver selection
 2. Driver training
 3. Driver proficiency
- II. Identify the human aspects of driver selection that are an important component of the process. **OSFM: 39-4.2**
 - A. Attitude – individual’s disposition toward driving
 1. Immature – only cares about his/her own safety
 2. Brazen/show off – more concerned about image than reality
 3. Laid-back – so much so that reaction may be hours or days late
 4. Comic – doesn’t panic; sees humor in everything, even dangerous situations
 - B. Knowledge
 1. Clear perception of truth, fact, or a related series of issues.
 - a. An emergency vehicle driver’s knowledge is vital concerning the vehicle, its features, behavior, and operational characteristics.
 - b. A potential emergency driver must not have wrong information or misconceptions regarding emergency vehicle driving.
 - C. Mental fitness
 1. State of mind about driving
 - a. Does the individual understand and respect the awesome responsibility of driving an emergency vehicle?
 - b. Is this translated into driving characteristics which reflect attentiveness and caution while driving down the road?
 - D. Judgment
 1. Ability to make good decisions
 - a. Is the individual decisive?
 - b. Does the individual typically assume an offensive or defensive posture?
 2. Some items to evaluate

- a. Excitability – getting overly excited or agitated at either an emergency or when emergency lights or sirens are in use
- b. Maturity – ability to keep emotions in check while driving

E. Physical fitness

1. To be free of any physical impairment, which might inhibit the ability to drive an emergency vehicle.
 - a. Has the individual returned too soon from a disability or injury?
 - b. Has the individual's physical fitness declined to the extent that his/her capability to recognize and react to situations is impaired?

F. Age

1. Physical and mental condition of the individual is reflected by chronological age.
2. Age needs to be combined with physical fitness when evaluating an individual as a potential driver of an emergency vehicle.
3. Some factors to consider:
 - a. At age 18, an individual has only a maximum of 2 years driving experience.
 - b. At age 21, an individual usually has only a maximum of 3 years emergency service experience
 - c. At age 65 or older, an individual may have begun to lose certain aspects of his/her vision.
 - d. At age 65 or older, an individual does have increasing physical limitations.

G. Habits: characteristic produced by constant repetition of an action

H. Driving characteristics: manipulative skill abilities, which are necessary to coordinate the steering, accelerating and/or braking functions of maneuvering an emergency vehicle

III. Identify the number of abilities necessary for driving that must be acquired. **OSFM: 39-4.3, NFPA: 1451: 5-1.2, 5-1.3**

A. Acquired abilities – specified by OSFM as the minimum acceptable criteria.

1. Driver's license
 - a. Knowledge and ability
 - b. Grants privilege to operate a vehicle on the public highways
 - c. A number of states have added one or more criteria for obtaining the privilege of driving heavy vehicles classified as commercial
2. State and local laws: establish requirements for operating vehicles
3. Defensive driving techniques
 - a. Techniques learned over time and constantly reinforced
 - b. Successfully completing a program which introduces and reinforces concepts such as:
 1. Space management
 2. Following distance and rate of closure
 3. Hazard identification
 4. Correct braking techniques

B. Vehicle characteristics

1. Type of emergency vehicle
2. Vehicle components and features
3. Special driver training

IV. Identify the importance of maintaining accurate and complete personnel records. **OSFM: 39-4.4, NFPA 1451: 5-6.1, 5-6.2**

A. Training records

1. Classes successfully completed
2. Certification
3. Licensing

B. Personnel files

1. Physical capability
2. Driving record
 - a. Check motor vehicle records before a person can even begin training
 - b. Check motor vehicle records on an on-going basis at least once every three years
 - c. Make a photocopy of each emergency vehicle driver's operator's license and placing it in the driver's personnel file on a yearly basis
3. Suspected drug and/or alcohol abuse

V. Identify the importance of maintaining proficiency through an on-going training program based on authority having jurisdiction and written Standard Operating Procedures and Standard Operating Guidelines (SOP/SOG's) for personnel and vehicle changes. **OSFM: 39-4.5, NFPA 1451: 5-2.1, 5-2.2, 5-2.5**

A. Personnel development of training based on:

- non-emergency
1. Actual emergency vehicle driving experience, both emergency and non-emergency
 2. Observed proficiency and supervisory reports as to performance in the field
 3. Length of time since last training
 4. Introduction to new emergency vehicles
 5. Introduction of new technology on existing emergency vehicles

B. Vehicular threshold which can dictate re-training

1. Time
2. Amount of activity
3. Observed and documented capacity (or lack of)
4. Introduction of new technology or vehicles

FIRE SERVICE VEHICLE OPERATOR

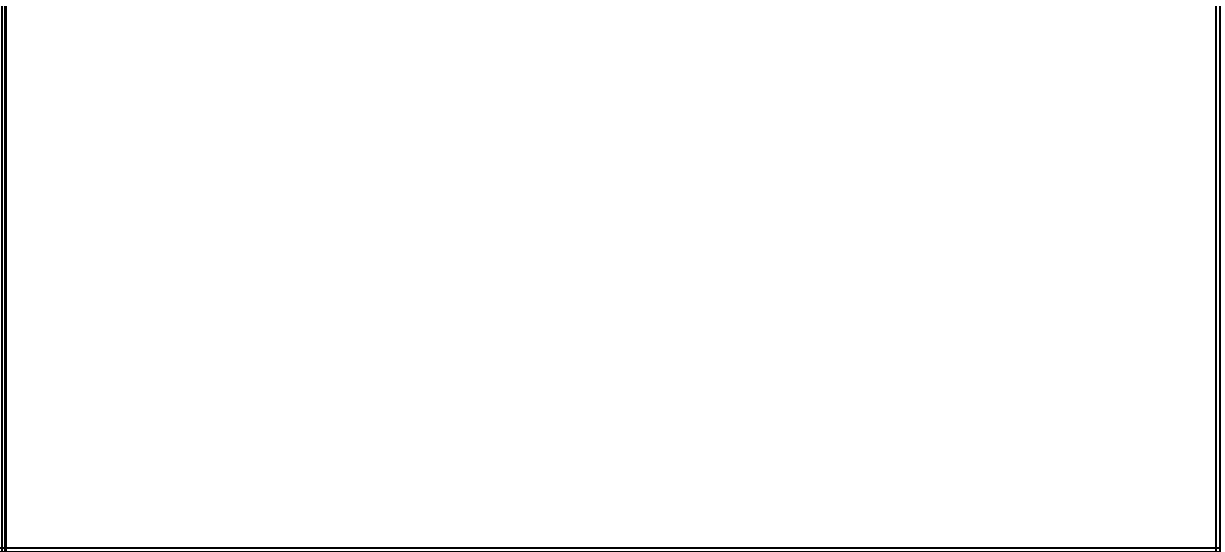
UNIT V

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design



UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and NFPA Standards governing Fire Service Vehicle Operator in regards to the need for written SOP/SOG's. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT V Necessity of Written SOP's and SOG's**
- A. Important for an effective emergency driver training program
 - B. Subject areas for written SOP/SOGs

LEARNING OBJECTIVES

- 39-5 Necessity of Written SOP's or SOG's**
- 39-5.1** Identify the reasons that written SOP/SOG's are important to operating an effective driver training program.
NFPA 1451: 4-3.1, 4-3.2, 4-3.3, 4-3.5
 - 39-5.2** Identify the subject areas for written SOP/SOG's that impact the certification, operations, re-certification of emergency vehicle drivers. *NFPA 1451: 4-3.6.1, 4-3.6.2, 5-3.7, 5-3.8*
 - 39-5.3** Identify written SOP/SOG's which impact emergency response procedures. *NFPA 1451: 7-1.1, 7-1.9, 7-2.1, 7-2.2*

MATERIALS NEEDED

Flip chart
Overhead projector and transparencies
Computer aided program
Handout material

REFERENCES

NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 4

PREPARATION

1. Read the unit carefully and plan for instruction
2. Review the instructors' notes.
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handout.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objectives and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives.
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for this unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit V Necessity of Written SOP's or SOG's

- I. Identify the reasons that written SOP/SOG's are important to operating an effective driver training program.
OSFM: 39-5.1, NFPA 1451: 4-3.1, 4-3.2, 4-3.3, 4-3.5
 - A. Numerous legal and regulatory requirements for developing, adopting, and enforcing Standard Operating Procedures (SOP's) or Standard Operating Guidelines (SOG's).
 1. Reasons for adopting written SOP/SOGs
 - a. All personnel understand what is expected or required
 - 1) Eligibility qualifications and certification requirements to become an emergency vehicle driver
 - 2) Training schedule, expectations, and requirements for emergency vehicle drivers
 - 3) Annual requirements for maintenance of emergency vehicle driver certification
 - 4). General conduct and obligations of an emergency vehicle driver
 2. Intended compliance with all necessary requirements is identified.

- a. Development and adoption of written SOP/SOG's does not guarantee compliance with all regulatory procedures and/or guidelines.
- b. It does indicate the organization's intent to follow the applicable laws and requirements.
- c. SOP/SOGs examples
 - 1) Compliance with organizational rules and requirements as they affect emergency vehicle drivers
 - 2) Compliance with all federal, state, and laws and administrative rules as they relate to vehicle operations on public highways
 - 3) Compliance with applicable NFPA and other recognized standards for emergency vehicle drivers including, but not limited to NFPA 1002, NFPA 1451, or NFPA 1500
3. Written and maintained through authority having jurisdiction records
4. Pre-planned and agreed upon actions
 - a. For members of an organization it is important that emergency response actions are understood by all.
 - 1) Personnel assignments, including emergency vehicle drivers, change regularly in all types of departments. As a result it is not known which qualified emergency vehicle driver may be driving on any specific emergency incident.
 - 2) Emergency vehicle drivers have standard operating procedures for response or arrival.
 - 3) When events occur rapidly at a working incident, the first-in officer(s) should not have to worry about the actions of emergency vehicle drivers.
5. Resource document upon which to base training
 - a. When procedures, responsibilities, and actions are predetermined, it allows for the emergency vehicle driver to train and practice in accordance with the SOP/SOG's
 - 1) Prospective emergency vehicle drivers can identify the training requirements necessary to qualify as an emergency vehicle driver on various types of vehicles.
 - 2) All emergency vehicle drivers can be informed and trained to identify which vehicles respond to the various types of incidents.
 - 3) Existing emergency vehicle drivers can identify the requirements for retaining certification to additional vehicles within the organization.
6. Required anticipated actions
 - a. It is easier and less stressful to brainstorm certain situations and their solutions in a quiet setting.
 - b. Critical maintenance and inspection of vehicles and equipment can be identified and scheduled.
 - c. Pre-trip, response, and post-trip responsibilities for all emergency vehicle drivers can be identified and detailed.
 - d. Inappropriate driving actions and/or conflicting actions which might lead to emergency vehicle accidents can be eliminated, or at least minimized.

II. Identify the subject areas for written SOP/SOGs that impact the certification, operations, and re-certification of emergency vehicle drivers. **OSFM: 39-5.2, NFPA 1451: 43.6.1, 4-3.6.2, 5-3.7, 5-3.8**

A. Eligibility requirements for drivers

1. Age, experience, and performance standards for new applicants
2. Necessary steps to maintain emergency vehicle certification
3. Procedure for expanding an existing certification to other vehicles
4. Re-certification procedures for existing drivers

B. Training and proficiency testing requirements for drivers

1. Classroom training and written examination
2. Competency course training and testing
3. On-the-road training and testing
4. Annual training and/or driving for certification maintenance

C. Emergency response procedures and requirements

1. Emergency vehicles response per type of incident
2. Application of state traffic laws to emergency incident response
3. Emergency incident scene operations
4. Off-road emergency vehicle operations
5. Private and administrative vehicle response

D. Customary and ordinary procedures

1. Vehicle inspection and maintenance procedures
2. Non-emergency travel
3. High hazard operational procedures

E. Special situation procedures

1. Inclement weather operations
2. Night operations
3. Special location considerations
4. Accident reaction and reporting procedures
5. Vehicle malfunction procedures

III. Identify written SOP/SOG's which impact emergency response procedures. **OSFM: 39-5.3, NFPA 1451: 7-1.1, 7-1.9, 7-2.1, 7-2.2**

- A. Recommend local authority having jurisdiction review any pertinent written SOP/SOG's for compliance.
- B. Check with legal counsel and local governing body prior to adoption of any written SOP/SOG's by the department.
 1. Sample written SOP/SOGs

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

WILMETTE FIRE DEPARTMENT- STANDARD OPERATING GUIDELINES
--

FIRE APPARATUS ENGINEER (FAE) OPERATIONS

Any time a public water system or private fire hydrant is used for training, emergencies or otherwise, the total quantity of water flowed will be recorded on a water usage report form.

The completed form will be given to the Shift Commander. The Shift Commander will report the water usage to the Water Department as soon as possible.

When a water supply will be used for a large amount of water or a high flow rate, the Water Department should be notified to monitor the water supply system by Dispatch.

The phone number to the Wilmette Water Department: 847-853-7531.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

WATER USAGE REPORT

Date:	Incident #
-------	------------

Incident Location:

Location of Hydrant(s) Used:

Quantity of Water Used:	gallons
Public Works Notified:	
Report Completed By:	Date:
Notes:	
<p>Water was used for:</p> <p>Training: _____</p> <p>Emergency: _____</p>	

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT
<p>-</p> <p>-</p> <p><u>General Concerns:</u></p> <p>The use of the 5" large diameter hose for water supply is for the purpose of moving large amounts of water great distances at low pressure. The 5" LDH is unlike hand line fire hoses in the design.</p> <p>LDH must be loaded in a different position after each use to avoid permanent folds and damage to the hose.</p> <p>LDH should not be lifted or dragged when charged.</p> <p>The in-line pressure/volume relief devices on fire apparatus pumps shall be set at a maximum of 150 psi.</p> <p><u>Large Diameter Hose Procedure:</u></p> <p>Supply:</p> <p>Large diameter supply hose must be operated at pressure of less than 185 psi. The friction loss for 1000' 5" hose flowing 1000 GPM is less than 7.6 psi. This allows the incoming pressure for the receiving engine of 20 psi and an elevation change of +/- 20 psi (40ft.) and safety factor.</p>

When lying out 5" supply line from the apparatus, a maximum vehicle speed of 5mph is recommended. A faster speed will possibly damage the fire hose. Once the supply line has been laid, ensure the hose is moved to the side of the roadway prior to it being charged. This will allow additional vehicles to move in and out of the fire scene without interrupting the water supply.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

RESPONDING TO EMERGENCY CALLS

1. General Concerns:

At all times, extreme caution should be used while responding to emergency calls. The risk to the member as well as to the general public is increased by the use of lights and sirens in the response to an emergency call.

2. Prior to Response:

The driver accepts the responsibility of a safe and ready to respond vehicle. All vehicle doors, loose equipment and other items carried on the apparatus are to be properly stowed, secured or closed to insure safe transport to and from the emergency scene. All persons riding on the apparatus are to be secured in their seats with their seat belt fastened prior to the apparatus moving.

The driver should know the location and directions providing for the most efficient route to the emergency call, and be familiar with detours, traffic patterns and other conditions that will affect the response to the emergency. The driver should use the most efficient route to the emergency unless otherwise directed.

When responding from within the fire station, the bay door shall be fully opened prior to moving the apparatus through the doorway. The driver should ensure that the driveway is clear prior to exiting the building and proceeding to the emergency.

The emergency lights and siren should be activated when leaving the fire station and while enroute until arrival on the scene of the emergency. During periods of extremely light traffic or late night responses the use of the siren in residential neighborhoods may be exercised with due regard to the public. Keep in mind the constant need for other drivers and pedestrians need to hear and see the responding apparatus.

3. During the Response:

The driver should use extreme caution while responding to the emergency. According to Illinois Traffic Code, traffic should pull off to the right and allow the emergency responding apparatus to pass on the left.

4. Emergency Response:

The Wilmette Fire Department identifies the types of emergency and non-emergency response criteria. The Officer-in-Charge may modify, change or add to this list as required.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT**RAILROAD CROSSINGS**

1. General Concerns:
Grade level railroad crossings provide a location for a high frequency and severity of accidents.
 - Do not drive into the railroad crossing area, marked by the white stop lines, unless you are able to completely cross the tracks and clear the white line on the other side.
 - When stopped by a railroad crossing, leave ample room in front of the vehicle for gates to lower and in the event that you must maneuver the vehicle to respond to a call.
2. General Guide:
 - Obey traffic law.
 - Fire Department vehicles shall not go around lowered gates at any time. The law prohibits the crossing of grade level tracks while the gates are lowering or are in the down position and/or the signals are activated.
 - Choose an alternative route to the call.
 - When stopped by an activated railroad signal crossing, notify dispatch of the delay. Keep dispatch informed while you are delayed and at the time you are free of the crossing.
 - During emergency response and no alternative route option, follow safety SOG guidelines.

DAILY VEHICLE CHECKS

Every front line vehicle maintained by the Wilmette Fire Department will have at least one daily inspection. The daily inspection will include that which is outlined under the Daily Apparatus Checks. All of these inspections are to be completed within 30 minutes of the start of the duty day.

If during the daily vehicle inspections a problem is discovered, the employee finding the problem will notify the officer-in-charge. The officer-in-charge will take steps to correct the problem immediately or notify the maintenance division of the problem. The officer-in-charge and Duty Chief will determine if the vehicle can remain in service or must be taken out of service.

If a vehicle is viewed as being unsafe or unable to perform as required, it will be placed out of service. If a vehicle is placed out of service the Emergency Vehicle Coordinator (EVC) will be notified immediately so repairs can begin to be made.

If a vehicle is not in the station when it is scheduled for an inspection, the officer-in-charge will see that the inspection is completed when the vehicle returns. If the inspection can not be completed on the assigned day, the officer-in-charge will notify the next shift's officer-in-charge that the inspection needs to be completed. If the vehicle is in quarters the next day, the officer-in-charge will adjust the schedule to include the missing inspection. The shift that completes the inspection is responsible for completing all required paper work.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT**WEEKLY VEHICLE CHECKS**

-

By following the pre-determined schedule, all apparatus will receive a weekly vehicle check. All reserve vehicles will be checked on Saturdays.

The weekly vehicle inspections are outlined on the Wilmette Department vehicle Checks form. The weekly vehicle check is to include the daily vehicle check plus all required weekly checks.

Once a firefighter has completed the weekly inspection, the engineer is to complete the Maintenance Report Form.

If during these inspections any problems are found, the procedure outlined under Daily Vehicle checks is to be followed to make repairs.

MONTHLY VEHICLE CHECKS

By following the pre-determined schedule, all apparatus will receive a monthly vehicle check. This schedule can be found at either station.

The monthly vehicle inspections are outlined on the WFD Department vehicle Checks Form.

Once the Engineer has completed the monthly inspection, the Engineer is to complete the Maintenance Report Form. Once this form is completed, it is to be forwarded to the maintenance division for processing.

If during these inspections any problems are found, the procedure outlined under Daily vehicles checks is to be followed to make repairs or notify the emergency vehicle coordinator

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

PREVENTATIVE MAINTENANCE

The WFD is capable of performing preventative maintenance on the vehicles in its fleet. Preventative maintenance will follow all manufacturers recommendations. The maintenance division maintains a supply of parts and equipment to perform routine maintenance in a timely manner. The WFD has in place an ancillary program to provide a means of performing preventative maintenance. Preventative maintenance includes the following but not limited to:

1. Lubrication
2. Oil changes
3. Filter replacement
4. Tune ups
5. Tire rotation
6. Brakes
7. Replacement of items
8. Fan belt and hose replacement
9. Maintaining proper fluid levels
10. Diagnostic checks

VEHICLE MAINTENANCE

The WFD prides itself on maintaining one of the finest fleets of fire apparatus. To meet these needs, the Fire Department practices an aggressive maintenance program. This program includes daily, weekly and monthly vehicle inspections by department mechanics. Emergency vehicles are subjected to more wear than the average car. Consider how they must respond instantly, without proper warm-up time or even a chance for proper oil circulation. Add to this extended periods of engine idle at the scene produces stress on the apparatus not normally intended by the manufacturer.

It is the responsibility of the shift officer to ensure that all vehicle inspections are done as required. The shift officer will make vehicle assignments at the start of each shift and the first duty of the day will be to complete all vehicle checks. It is also the responsibility of the shift officer to make sure that all required paper work is completed on the day that the vehicle checks are completed.

If a problem is discovered during these routine inspections it will be the shift officers' responsibility to determine if the vehicle needs to be placed out of service, or continue to remain in service. The shift officer will see that if minor problems are found and can be corrected immediately they will be done or noted. If serious problems are found that may require immediate attention, the shift officer will follow department procedures for notifying the maintenance division.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

REPAIRS

If the maintenance officer or EVC determines that any vehicle needing repair work and needs to be taken to an outside facility, the maintenance officer will make arrangements to have these repairs completed as soon as possible.

REPAIR NOTIFICATION

If an officer of the WFD determines that a vehicle is not able to perform as needed it will be placed out of service. Once the determination has been made to place a vehicle out of service:

1. Place the reserve unit in service.
2. The shift officer will notify all personnel as to the status of the vehicle.
3. The shift officer will notify Dispatch as to the status of the vehicle.
4. The shift officer will notify the maintenance officer of the decision to place a vehicle out of service. This will be done in one of the following ways:
 - a. Direct phone contact.
 - b. By using department alpha numeric paging system.
 - c. The shift officer will make an entry in the daily log as to the vehicle being placed out of service
5. An out of service sign will be placed on the vehicle's windshield.
6. The shift officer will notify surrounding departments of our placing a vehicle out of service. This will be done if it compromises any automatic or mutual aid agreements that are in effect.
7. After repairs have been made and the vehicle has been placed in service, the shift officer will notify the shift personnel at each station.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT**TRANSFERRING PUMPS INTO GEAR****Introduction:**

This policy establishes a guideline for placing pumping apparatus into pump gear. These guidelines shall be used whenever placing a piece of fire apparatus with an automatic transmission into pump gear.

TRANSFERRING PUMPS:

1. Bring an apparatus to a complete stop.
2. Put transmission into neutral.
3. Set parking brake.
4. Move pump shift control switch from ROAD to PUMP, pausing in the NEUTRAL position.
5. **Note:** If the green OK TO PUMP light does not go "on,"
 - a. Move transmission lever back into neutral position
 - b. Place pump shift control switch to road position.
 - c. Shift transmission lever into reverse momentarily and back to neutral.
 - d. Restart pump engagement procedure.
6. Shift transmission to drive (D).
 - a. Green PUMP ENGAGED and OK TO PUMP lights should be on.
 - b. Speedometer MUST show some value of road speed (usually 10 –15 mph).
- CAUTION: DO NOT LEAVE THE CAB IF THE SPEEDOMETER DOES NOT SHOW SOME VALUE OF ROAD SPEED.**
7. If the apparatus moves, place the transmission in neutral and repeat steps 4-6.
8. If the pump does not transfer automatically after three (3) attempts, transfer the pump manually.
9. After leaving the cab, block the rear wheels.

***If while at the pump panel the apparatus begins to move, immediately **depress the red** emergency button on the throttle control on the pump panel to bring the engine to idle speed, then move the gear shift to the NEUTRAL position.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT**HOSE LOADS, TESTING, CARE**

The following SOG's shall be considered as standing orders for fire apparatus hose. The hose carried on the apparatus shall be loaded, tested and cared for as follows:

PRECONNECTS

All pre-connected cross lays shall be loaded using the flat method with 250 feet of 1 ½ inch hose.

The hose shall be loaded with the first 150 feet flat loaded after the next coupling, extend hose out of both sides of bed across load to allow gloved hand to pull 100 feet of load.

The #1 front cross lay shall be loaded to allow deployment to the driver side.

The #2 front cross lay shall be loaded to allow deployment to the passenger side.

Fog nozzles shall be set at 125 gpm.

REAR HOSE BEDS

All apparatus shall have 250' of 2 ½" hose loaded in the right rear hose bed with 300' of 2 ½" hose loaded on top, connected to the right rear port.

The 2-½ inch shall be loaded in a flat load.

A skid load of 150' of 1 ½" hose shall be loaded in the left rear bed in an accordion load and shall allow for easy deployment. The skid load shall be connected via a gated wye to 500' of flat loaded 2 ½" hose.

In the center rear bed, 1000' of 5-inch hose shall be loaded in a flat method as to allow for easy deployment. Keep the couplings to the back of the hose bed so they do not have to make a turn in the process of being deployed.

Passenger side shall have a 2 1/2" "blitz" pre-connect hose line with 300' 2 1/2" flat laid hose under the 3000 foot of pre-connected hose.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

HOSE CARDS

The hose cards used by this department shall be filled out any time hose is used for any purpose. The hose cards are color coded according to the size of the hose is as follows (see attached):

Pink	Large Diameter Hose
White	2 1/2 inch hose
Yellow	1 1/2 inch hose
Blue	1 3/4 inch hose

Blank hose cards are located in the watch office at Station 26.

A set of hose cards containing the hose on the apparatus shall be located in the watch office.

Anytime hose is used the form shall be updated.

HOSE TESTING

All new hose shall be tested before being put into service, after repairs have been made, and at least annually.

No hose shall be allowed to be in service without passing the annual test. When testing hose, refer to the testing chart for time and pressures to be used.

Personnel observing the test shall lay out the hose to allow a clear view of the hose from the left side of the hose lay, starting at the testing source. Personnel shall use extreme

caution when approaching hose at its testing pressure.

When a problem arises, stop testing, make the needed adjustments and start the test over.

NFPA makes these recommendations and they shall be strictly adhered to
Hose testing will be conducted on an annual basis per NFPA recommendation.

When the hose testing has been completed, record the results on master sheet that will be located in the daily logbook during the testing months.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

TESTING PRESSURES

1.5 INCH HOSE TEST AT 250 PSI FOR FIVE MINUTES FOLLOWED BY A ONE-MINUTE FLOW TEST CHECKING FOR JACKET SEPARATION

2.5 INCH HOSE TEST AT 250 PSI FOR FIVE MINUTES FOLLOWED BY A ONE-MINUTE FLOW TEST CHECKING FOR JACKET SEPARATION

5 INCH HOSE TEST AT 200 PSI FOR FIVE MINUTES FOLLOWED BY A ONE-MINUTE FLOW TEST CHECKING FOR JACKET SEPARATION

ESTABLISHING WATER SUPPLIES-MUNICIPAL

1. The attack engine should establish a water supply with large diameter hose as soon as possible.
2. Where 2.5" hose lines are used for supply, a minimum of two hose lines will be used.
3. Auxiliary or pony suction inlets shall not be used as a primary source for connecting supply lines of an engine.
4. Prior to connecting to a fire hydrant the engineer will open and flush the hydrant from the largest port available.
5. The residual pressure of a municipal water supply system should not be taken below 10 psi.
6. A hydrant connection will consist of placing a 2 1/2" gate valve on the hydrant and using the 4 1/2" steamer to connect the 5" supply line.
7. Should the second engine be required to reverse lay the LDH supply line, its tools and equipment should be removed from the apparatus and left near the fire scene.

Village of Wilmette	0-500 ft.	A pumper is NOT required at the hydrant
	500-1000ft.	A pumper is required at the hydrant

Indian Hill Country Club	0-100 ft.	A pumper is NOT required at the hydrant
	100-1000 ft.	A pumper is required at the hydrant

8. During periods of low water pressure and or when high volume flows will be required at the fire scene, a pumper should be placed at the hydrant to insure sufficient water to the fire scene. Every available outlet on the fire hydrant should be used to maximize available water supply.
9. Fire hydrants are color coded as per NFPA. The following colors are used to

indicate the tested flows:

Red	=	<500	gpm
Orange	=	500-1000	gpm
Green	=	1000-1500	gpm
Blue	=	>1500	gpm

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

FOAM USAGE

TACTICAL GUIDELINES FOAM OPERATIONS

Firefighting foam is used when water alone is inadequate.

-

OPERATIONAL GUIDELINES

- **Hose Lay:**

2 ½ inch hose supplying the eductor then no less than 100' of 1 ½" hose after the eductor. Length of 2 ½ inch may be changed to fit the incident. It is a critical factor that no more than 150' of 1.5" may be used.

- **Hydraulics:**

For correct proportioning of the foam, 200 psi is needed at the eductor. Nozzle flows are to be 95 gpm. Total engine pressure is F.L. of the 2 ½ inch flowing 95 gpm (3 psi per 100') + 200 psi at the eductor. All other variables have been calculated into this equation.

- **Safety:**

Any time a foam line is put into operation a second protection line is needed, this line is to be of ample length and maneuverability to protect the personnel utilizing the foam line.

- **Tactical:**

No foam operation should begin until an adequate supply of foam is on hand. Five gallons of foam proportioned at 3% will yield 1328 gallons of aerated foam in 2 min. at the correct pressures if all the equipment is functioning properly. 6% proportioning will deliver 664 gallons of aerated foam in 1 min. with the same limitations.

ACCIDENT/DAMAGE REPORTING

The drivers of vehicle will comply with the rules contained in the Village of Wilmette Loss Prevention Policy and the Department's Accident reporting policy.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

COLD WEATHER OPERATIONS

Fire pumps are to be kept wet when outside temperatures are below 30 degrees Fahrenheit.

Apparatus outside that is parked or staged for any reason must circulate water through the

pump as soon as possible to prevent freezing.

When the apparatus has arrived back in quarters the FAE must:

Place the pump into gear momentarily to verify it turns.

Remove all discharge and intake caps to inspect for freezing.

Do not force valves/drains.

If freezing is observed, place portable heaters near the pump to thaw it as soon as possible.

SAMPLE SOP/SOG --- WILMETTE FIRE DEPARTMENT

PLACING APPARATUS BACK IN SERVICE

All apparatus shall be placed back into full service immediately after each response. The FAE shall insure the apparatus is response ready by checking the following:

- Fuel level
- Fluid levels
- Water tank level
- SCBA full and stowed properly
- All portable tools and equipment cleaned and refueled
- Radios on proper channel
- Disposable equipment restocked
- Vehicle cleaned as needed
- Maintenance paperwork completed as needed

FIRE SERVICE VEHICLE OPERATOR

UNIT VI

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design

UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and NFPA Standards governing Fire Service Vehicle Operator in regards to the legal climate which affects the emergency vehicle driver. This student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on the unit quiz.

UNIT OUTLINE

UNIT VI Legal Aspects

- A. Legal aspects overview
- B. Changing legal climate and impact on emergency vehicle drivers
- C. Primary legal principles, which affect drivers
- D. Safe driving laws
- E. Individual state and local laws

LEARNING OBJECTIVES

39-6 Legal Aspects

- 39-6.1** Identify the changing legal climate which exists and its impact upon emergency vehicle drivers and their organization.
NFPA 1451: 5-3.4, 5-3.6, 6-1.1, 6-1.2, 6-1.3
- 39-6.2** Identify the primary legal principles which affect drivers and recognize their implications upon emergency vehicle operations. *NFPA 1002: 2-3.1, NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 8-2.2, 8-3.1, 8-3.1.1, 8-3.1.2, 8-3.2 8-3.3, 8-3.4, 8-3.5, 8-3.6*
- 39-6.3** Identify the specific state driving laws that affect the emergency vehicle driver. *NFPA 1002: 2-3.1, NFPA 1451: 5-3.4, 6-1.1, 6-1.2, 6-1.3, 6-1.4*
- 39-6.4** Identify the individual state or local laws, standards, and requirements that impact emergency vehicle driver training and operations. *NFPA 1002: 2-3.1, NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 6-2.1, 6-2.2, 8-2.4, 8-2.5, 8-2.7*

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies

Computer aided programs
Handout material

REFERENCES

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
NFPA 1451- Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 5
625 ILCS 5/11 and 5/12
Department written SOPs/SOG's
Local municipal ordinances

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructor's notes.
3. Make copies of the handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives.
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements

Unit VI Legal Aspects

- I. Legal Aspects Overview **OSFM: 39-6**
 - A. Driving and operating an emergency vehicle grants the emergency responder with rights, privileges, and responsibilities which are not given to everyone.
 - B. Emergency vehicle operators are expected to operate at a higher standard of care while exercising these privileges, such as:
 1. Permission to proceed through a red traffic signal or stop sign

2. Ability to exceed the posted speed limit
3. Right to travel against the normal flow of traffic

- C. Training for emergency vehicle operators is imperative due to the changing legal climate.
- D. There are 5 categories of requirements that emergency vehicle operators must follow.

1. Illinois motor vehicle and traffic laws
2. National recognized standards
3. OSHA and IDOL regulations
4. Local ordinances
5. Organizational policies, procedures, and guidelines

- II. Identify the changing legal climate which exists and its impact upon emergency vehicle drivers and their organization. **OSFM: 39-6.1**, *NFPA 1451: 5-3.4, 5-3.6, 6-1.1, 6-1.2, 6-1.3*

A. Outdated Concepts

1. Concept of public kindness
2. Sovereign immunity (“The Royal Family CAN do no wrong”)

B. Current Concepts

1. “The Royal Family SHALL do no wrong”
2. The number of lawsuits against emergency responders is increasing
3. These suits tend to include any and all parties involved
 - a. The organization as a whole
 - b. The emergency vehicle operator
 - c. The officer of the vehicle
 - d. The chief executive of the organization

- III. Identify the primary legal principles that affect drivers and recognize their implications upon emergency vehicle operation. **OSFM: 39-6.2**, *NFPA 1002: 2-3.1, NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 8-2.2, 8-3.1, 8-3.1.1, 8-3.1.2, 8-3.2, 8-3.3, 8-3.4, 8-3.5, 8-3.6*

A. Legal principles

1. Emergency vehicle drivers are subject to all traffic laws unless a specific exemption is provided.
2. Exemptions for emergency vehicle drivers apply ONLY when the emergency vehicle is responding to a true emergency.
3. Emergency vehicle drivers can be found criminally or civilly liable if they are operating under the provisions of an exemption.

B. Legal terms relevant to the emergency vehicle operator

1. True Emergency: a situation in which there is a high probability of death or serious injury to an individual.
2. Due Regard: due regard for the safety of others means that a reasonably careful person performing similar duties and under similar circumstances would act in the same manner.
3. Negligence: the legal deficiency or wrong which results whenever a person fails to exercise that degree of care which a prudent person would exercise under similar circumstances. The negligence may be slight, ordinary, or gross.
4. Gross Negligence: the reckless disregard of the consequences of an act to another person. It

occurs when a person's actions (or lack of) result in the failure to exercise even a slight degree of care.

5. Willful and wanton: intentional or with careful indifference (considered the most serious form of negligence).
6. Vicarious Liability: the legal liability placed on one person for the acts committed by another.

C. Considerations for emergency vehicle operator liability:

1. Was the vehicle responding to a true emergency?
2. Was the operator exercising due regard for the safety of others?

IV. Identify the specific safe driving laws that affect the emergency vehicle driver. **OSFM: 39-6.3**, *NFPA 1002: 2-3.1; NFPA 1451: 5-3.4, 6-1.1, 6-1.2, 6-1.3, 6-1.4*

A. Traffic laws are based on Illinois Law and address these items:

1. Commercial driver's license (CDL) requirements – Class B-Non CDL
2. Exemptions granted to emergency vehicle operators
3. Requirements for members of the public
4. Requirements for emergency service personnel operating privately owned vehicles when responding to an emergency

B. 625 ILCS – Illinois Vehicle Code (<http://www.legis.state.il.us/legislation/ilcs/ilcs2.asp?ChapterID=49>)

1. 5/11-205 (c) – Public officers and employees to obey Act- Exceptions
2. 5/11-1421 – Conditions for operating ambulances and rescue vehicles
3. 5/12-215 – Oscillating, rotating, or flashing light on motor vehicles
4. 5/12-216 (c) 15 – Operation of oscillating, rotating, or flashing lights
1. 5/12-601 (b) – General speed restrictions

C. National Rules and Regulations <http://www.fmcsa.dot.gov/>

V. Identify the individual state or local laws, standards, and requirements that impact the emergency vehicle driver training and operations. **OSFM: 39-6.4**
NFPA 1002: 2-3.1; NFPA 1451: 6-1.1, 6-1.2, 6-1.3, 6-1.4, 6-2.1, 6-2.2, 8-2.4, 8-2.5, 8-2.7

A. NFPA Standards

1. 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition
2. 1002 –Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition

B. Local municipal ordinances

C. Organizational rules and written SOP/SOG's

FIRE SERVICE VEHICLE OPERATOR

UNIT VII

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design

UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to the vehicle dynamics an emergency vehicle operator may encounter while operating an emergency vehicle. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

UNIT VII Vehicle Dynamics

- A. Physical forces
- B. Safe driving skills
- C. Vehicle characteristics

LEARNING OBJECTIVES

39-7 Vehicle Dynamics

- 39-7.1** Identify the physical forces which act upon vehicles and their impact upon vehicle handling. *NFPA 1002: 2-3.1, NFPA 1451: 5-3.8, 5-3.9*
- 39-7.2** Identify safe driving skills when operating emergency vehicles. *NFPA 1451: 7-1.1, 7-1.2, 7-1.3, 7-1.4, 7-1.4.1, 7-1.4.2, 7-1.5, 7-1.6, 7-1.7, 7-1.8*
- 39-7.3** Identify certain vehicle characteristics that can influence the impact of physical forces on emergency vehicles including brake distances and brake fade. *NFPA 1002: 2-3.1, NFPA 1451: 4-2.5, 5-3.8, 5-3.9, 10-1.3, 10-1.4*

MATERIALS NEEDED

Flip chart
Overhead projector and transparencies
Computer aided programs
Handout material

REFERENCES

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
 NFPA 1451 Standard for a Fire Service Vehicle Operations Training Program, 2002 Edition
 VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 6

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructors' notes.
3. Make copies of the handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review the unit objective and key points in the lesson presented.
2. Review learning objectives.
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit VII Vehicle Dynamics

- I. Identify the physical forces which act upon vehicles and their impact upon vehicle handling. **OSFM: 39-7.1, NFPA 1002: 2-3.1; NFPA 1451: 5-3.8, 5-3.9**
 - A. Friction is resistance to motion between two moving objects that touch.
 1. Tire/road friction
 2. Brake friction
 3. Steering friction
 4. Total weight distribution fully loaded with equipment & personnel vs. empty.
 - B. Velocity - Velocity is speed.
 1. Acceleration (velocity increase)

2. Deceleration (velocity decrease)
3. Braking (velocity decrease)

C. Directional control is a derivative of three (3) factors.

1. Steering
2. Turning
3. Tracking

D. Momentum (p) is measured as the product of the object's mass or weight (m) times its velocity (v).
($p=mv$)

E. Inertia is the force it takes for a moving object to stay in motion in the same direction.

F. Centrifugal force is the force, caused by inertia, which tends to make a rotating body move away from the center of rotation.

II. Identify safe driving skills when operating emergency vehicles. **OSFM: 39-7.2, NFPA 1451: 7-1.1, 7-1.2, 7-1.3, 7-1.4, 7-1.4.1, 7-1.4.2, 7-1.5, 7-1.6, 7-1.7, 7-1.8**

A. The authority having jurisdiction shall have written policies governing speed and the limitations to be observed during inclement weather and various road and traffic conditions.

B. At **no** time shall driving regulations be less restrictive than state motor vehicle laws.

C. Drivers/operators of fire department vehicles shall bring the vehicle to a complete stop and shall not proceed until it is confirmed that it is safe to do so for any of the following situations:

1. Any "stop" signal (i.e., sign, light, or traffic officer)
2. Blind intersections
3. Intersections where the operator cannot see all lanes of traffic
4. A stopped school bus with flashing warning lights

D. Responding emergency vehicles shall stop at all unguarded railroad crossings to ensure that a safe crossing can be made.

1. The driver shall obey all railroad crossing signals even when responding to emergencies.
2. Fire apparatus shall not be driven around railroad crossing gates.

E. The driver/operator shall maintain a distance in front of the vehicle that is at least equal to the minimum travel distance necessary to stop the vehicle without contacting another object.

F. Fire department vehicles and apparatus following each other in queue shall maintain an adequate distance to avoid rear-end collisions.

G. Overtaking and passing other vehicles during emergency response shall be accomplished with extreme caution.

H. While en route to move-ups or to fill an empty station, apparatus shall be operated in a non-emergency mode, and the driver/operator shall obey all traffic laws.

I. The fire department shall identify the types of responses that will be made in a non-emergency mode.

III. Identify certain vehicle characteristics that can influence the impact of physical forces on emergency vehicles, including braking distances and brake fade. **OSFM: 39-7.3 NFPA 1002: 2-3.1; NFPA 1451: 4-2.5, 5-3.8, 10-1.3, 10-1.4**

A. Total weight and weight distribution

1. Gross Axle Weight Rating (GAWR)
2. Gross Vehicle Weight Rating (GVWR) or (GCWR)

3. Weight distribution - horizontal & vertical centers of gravity

B. Suspension System

1. Axles
2. Springs
3. Wheels & tires

C. Braking Systems

1. Engine brake
2. Automatic Transmission Anti-lock Braking Systems (ABS)
3. Secondary or auxiliary
4. Retarder
5. Driveline retarder

D. National Transportation Safety Board (NTSB) Report

1. Engine retarders

“Some of the newer fire apparatus are equipped with engine retarders and these vehicles have operating characteristics that are similar to those of heavy commercial trucks. The use of engine retarders on wet pavement can lead to loss of control. Therefore the Safety Board believes that the USFA and the IAFC should inform fire departments nationwide of the potential hazards of misusing engine retarders and encourage fire departments to establish operating procedures that are consistent with manufacturer’s warnings about the proper use of engine retarders.

Edited expert from National Transportation Safety Board Special Investigative Report (NFSB/SIR -91/01) 3/19/91

2. Limiting valves

“Some older vehicles made before 1975 have a front brake limiting valve which essentially reduces normal air pressure to the front brakes by about one half when activated (slippery). Marked ‘normal’ and ‘slippery’ the valves were used to reduce the chance of front wheels skidding on slippery surfaces. Extensive testing has shown that the front wheel skids are not likely even on ice. The use of a limiting valve degrades braking performances and the NTSB recommends that their use on fire apparatus should be discontinued.”

Edited expert from National Transportation Safety Board Special Investigative Report (NFSB/SIR -91/01) 3/19/91

3. Baffling systems

“The physical forces of momentum and inertia cause all vehicle weight to shift whenever the driver accelerates, brakes, or turns the vehicles. If the vehicle is carrying water, especially large amounts, the shift of weight becomes a dynamic movement. The fluidity of the water with subsequent shifting can easily result in the loss of vehicle control. In order to avoid undue weight transfers, NFPA has included specific requirements in their standards of that water tanks are baffled to limit the amount of dynamic weight transfer. While most vehicles comply with the standard, care must be exercised when using older vehicles that have been converted from other uses (gas, oil, or milk tankers). Emergency vehicles with large water tanks are the most susceptible to accidents as a result of the driver losing control. This is especially true in vehicles which may not have the appropriate baffling in the converted water tanks.”

*Edited expert from National Transportation Safety Board Special Investigative Report
(NFSB/SIR -91/01) 3/19/91*

FIRE SERVICE VEHICLE OPERATOR

UNIT VIII

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design

UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to vehicle inspections and maintenance. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

UNIT VIII Vehicle Inspections and Maintenance

- A. Value and importance of regular inspections
- B. Major component systems
- C. Components of an inspection maintenance program
- D. Pre and post-trip inspections
- E. Preventative maintenance classes
- F. Driver's role in inspection and maintenance
- G. Keeping accurate and complete records

LEARNING OBJECTIVES

39-8 Vehicle Inspections and Maintenance

- 39-8.1** Identify the value and importance of regular inspections and documentation of the inspections on emergency vehicles.
NFPA 1002: 2-2.1, NFPA 1451: 10-1.1
- 39-8.2** Identify the major component systems of an emergency vehicle. *NFPA 1002: 2-2.1, 2-3.7*
- 39-8.3** Identify the components of an inspection maintenance program. *NFPA 1451: 10-2.1, 10-2.2, 10-2.2.1, 10-2.2.2, 10-2.3, 10-2.3.1, 10-2.3.2, 10-2.4, 10-2.4.1, 10-2.4.2, 10-2.5*
- 39-8.4** Identify how to perform pre-and post-trip inspections.
NFPA 1002: 2-2.1, NFPA 1451: 5-3.5, 10-2.2, 10-2.3.1
- 39-8.5** Identify the various classes of preventative maintenance and the importance of a preventative maintenance program for emergency vehicles. *NFPA 1002: 2-2.1, NFPA 1451: 10-1.1, 10-2.3*
- 39-8.6** Identify the role of the driver in inspections and maintenance. *NFPA 1002: 2-2.2, NFPA 1451: 10-2.1*
- 39-8.7** Identify the importance of keeping accurate and complete records. *NFPA 1002: 2-2.2, NFPA*

1451: 5-3.10, 10-3.1, 10-3.2

MATERIALS NEEDED

Flip chart
Overhead projector and transparencies
Computer aided programs
Handout material

REFERENCES

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 9

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructors' notes.
3. Make copies of the handouts, tests to be distributed to the students in this unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit VIII Vehicle Inspections and Maintenance

- I. Identify the value and importance of regular inspections and documentation of the inspections on emergency vehicles. **OSFM: 39-8.1, NFPA 1002: 2-2.1; NFPA 1451: 10-1.1**
 - A. Safe operations
 1. 1 in12 (8%) of emergency vehicle accidents due to vehicle malfunction or lack of maintenance.

- B. Achievement of anticipated vehicle life expectancy
- C. Inspection and proper written documentation according to the authority having jurisdiction's SOP/SOG's

II. Identify the major component systems of an emergency vehicle. **OSFM: 39-8.2 NFPA 1002: 2-2.1, 2-3.7**

A. Chassis

- 1. Frame
- 2. Suspension system
- 3. Steering and braking systems
- 4. Power train

B. Body

C. Primary function components

- 1. Pump
- 2. Aerial
- 3. Ambulance patient compartment

D. Auxiliary systems

- 1. Electrical systems
- 2. Hydraulic or pneumatic tool systems
- 3. Communication systems
- 4. Emergency lighting and siren systems
- 5. Breathing air or oxygen systems
- 6. Bio-waste disposal systems
- 7. Auxiliary pump systems
- 8. Special extinguishing agent systems

III. Identify the components of an inspection maintenance program. **OSFM: 39-8.3 NFPA 1451: 10-2.1, 10-2.2, 10-2.2.1, 10-2.2.2, 10-2.3, 10-2.3.1, 10-2.3.2, 10-2.4, 10-2.4.1, 10-2.4.2, 10-2.5**

A. Pre-trip inspections

- 1. Daily or weekly schedule recommended

B. Post-trip inspections

- 1. Clean vehicle
- 2. Replace supplies
- 3. Re-fuel vehicle
- 4. Check fluids
- 5. Report problems or malfunctions

IV. Identify how to perform pre- and post-trip inspections. **OSFM: 39-8.4 NFPA 1002: 2-2.1; NFPA 5-3.5, 10-2.2, 10-2.3.1**

A. Vehicle overview

B. Check engine compartment

C. Start engine and check inside cab

- D. Check vehicle and emergency lighting and siren
- E. Conduct walk around inspection
- F. Check controls and indicators of special function components
- G. Check brake system

V. Identify the various classes of preventative maintenance and the importance of a preventative maintenance program for emergency vehicles. **OSFM: 39-8.5 NFPA 1002: 2-2.1; NFPA 1451: 10-1.1, 10-2.3**

A. Classes

1. Routine maintenance

- a. Primary level
- b. Responsibility of driver
- c. Fluid level checks
- d. Wheels and tires
- e. Electrical systems and devices

2. Scheduled maintenance

- a. Manufacturer's schedule
- b. Use schedule
- c. Organizational policy
- d. Professional standards

3. Crisis maintenance

a. Class "A" – Immediate

- 1) All items which require that the vehicle must be removed from service immediately.
- 2) Examples
 - a) Safety
 - b) Incapacitating
 - c) Expanding

b. Class "B" – As soon as possible: items which are important and require prompt attention; however, they do not require that the vehicle be immediately removed from service.

c. Class "C" – With next preventative maintenance: items which should be corrected, but can be addressed at the next regularly scheduled preventative maintenance (PM).

B. Importance

- 1. Safety
- 2. Cost benefit
- 3. Operational effectiveness
- 4. Legal liability
- 5. Basis for purchasing decisions

VI. Identify the role of the driver in inspections and maintenance. **OSFM: 39-8.6 NFPA 1002: 2-2.2; NFPA**

1451: 10-2.1

- A. Responsible for conducting routine vehicle inspections
 - 1. Check list
 - 2. Organizational authority
 - 3. Training and equipment
- B. Role of driver/operator according to NFPA 1002 – performs routine tests, inspections, and servicing functions on the specified systems and components so that the operational status of the vehicle is verified
 - 1. Items for consideration
 - a. Battery or batteries
 - 1) Correct fluid level
 - 2) Connections tight/clean
 - 3) Battery box compartment clean and secure
 - b. Braking system
 - 1) Pressure prior to starting engine (air)
 - 2) Build-up time, if appropriate (air)
 - 3) ABS verification (dash light)
 - 4) Braking operation (during run as well as at inspection time)
 - 5) Brake pedal (hydraulic)
 - 6) Moisture in system/drain air tanks
 - c. Coolant system
 - 1) Correct level
 - 2) Hose and/or connections wears/leaks
 - d. Electrical system
 - 1) All lights and audio devices operating
 - 2) Voltmeter reading
 - e. Fuel
 - 1) Correct level
 - 2) Check any power equipment levels, if applicable
 - f. Hydraulic fluids
 - 1) Number and location of check points for systems on vehicle
 - 2) Leaks (check floor under vehicle and areas around hose & connections)
 - 3) Correct levels
 - 4) Cleanliness
 - g. Lubrication
 - 1) Leaks (check floor under vehicle)

- 2) Grease thrown (engine compartment, undercarriage, wheels, & tires)

h. Oil (Engine)

- 1) Leaks (check floor under vehicle)
- 2) Correct level
- 3) Cleanliness

i. Tires

- 1) Condition (sidewalls, rims, tread, road hazards)
- 2) Correct inflation pressure

j. Steering systems

- 1) Ease of operation (power ok, no extra play)
- 2) Correct level of fluid

k. Belts

- 1) Tightness
- 2.) Appearance and feel (wear)

l. Tools, appliance, and equipment

- 1) Inventory on vehicle
- 2) Critical equipment checked for operational integrity
- 3) Power equipment starts easily and runs properly

C. Documents need for maintenance

D. Verifies maintenance completed

VII. Identify the importance of keeping accurate and complete records. **OSFM: 39-8.7 NFPA: 1002: 2-2.2; NFPA 1451: 5-3.10, 10-3.1, 10-3.2**

A. Maintenance records

1. Inspections
2. Repairs
3. Malfunctions

B. Training records

C. Operational records

FIRE SERVICE VEHICLE OPERATOR

UNIT IX

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design

UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal's requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to the safe operation of emergency vehicles. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

UNIT IX **Emergency Vehicle Operations/Safety**

- A. Motivation
- B. Actions to be completed prior to driving
- C. Emergency driving is a complex process

LEARNING OBJECTIVES

39-9 Emergency Vehicle Operations/Safety

- 39-9.1** Identify that motivation is both physically and mentally based. *NFPA 1002: 1-3, NFPA 1451: 5-1.1, 5-1.2, 5-1.3*
- 39-9.2** Identify the number of important actions which must be completed prior to initiating driving. *NFPA 1451: 4-1.1, 4-1.2, 4-1.3, 4-1.4, 4-1.5, 5-3.1*
- 39-9.3** Identify the emergency response driving is a complex process. *NFPA 1002: 2-3.1 thru 2-3.7, NFPA 1451: 5-2.3, 5-2.4*

MATERIALS NEEDED

Flip chart
Overhead projector and transparencies
Computer aided programs
Handout material

REFERENCES

VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 10

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructors' notes.
3. Make copies of handouts, tests to be distributed to the students in the unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objective.
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit IX Emergency Vehicle Operations/Safety

- I. Identify that motivation is both physically and mentally based. **OSFM: 39-9.1 NFPA 1002: 1-3; NFPA 1451: 5-1.1, 5-1.2, 5-1.3**
 - A. Motivation factors
 1. Internal forces – created by individual
 2. External forces – created by others
 - B. Physical motivation: “Everyone has a physical probability or susceptibility to experiencing a vehicle accident.”
 - C. Mental motivation
 1. Mental “rut”
 - a. Individuals are subject to behavioral traits which are the result of:

- 1) Routine
- 2) Comfort
- 3) Confidence

D. Goals of vehicle operator

1. Maintain safety
2. Prepare for unexpected situations
3. Avoid legal consequence

II. Identify the number of important actions which must be completed prior to initiating driving. **OSFM: 39-9.2**
NFPA 1451: 4-1.1, 4-1.2, 4-1.3, 4-1.4, 4-1.5, 5-3.1

A. Route planning

1. Safety
2. Minimize response time
3. Minimize potential accidents
4. Allow operator to focus on driving tasks
5. Avoid hazards

B. Driver readiness

1. Fatigue
2. Health
3. Personal problems

C. Effective start-up procedures

1. “Circle of safety” inspection – the driver should always circle the emergency vehicle prior to starting and moving it for any reason. The driver has sufficient time to undertake this activity while other crew members are donning their gear or obtaining additional incident information.
2. Adjust cab features
 - a. Seat
 - b. Mirrors
 - c. Other controls
3. Wear occupant restraints
 - a. Driver
 - b. **All** other occupants
4. Receive signal – audible if not directly visible
 - a. From officer
 - b. From other member
5. Understand that “right-of-way” cannot be assumed

III. Identify that emergency response driving is a complex process. **OSFM: 39-9.3** *NFPA 1002: 2-3.1 thru 2-3.7; NFPA 1451: 5-2.3, 5-2.4*

A. Defensive driving principles

1. Predict the unpredictable
2. Expect the unexpected
3. Handle unexpected problems

B. Defensive driving methods – I P D E

1. **I**dentify

- a. Scan ahead
- b. See and detect occurrences

2. **P**redict: possible future options

3. **D**ecide: appropriate course of action

4. **E**xecute: using approved techniques, execute necessary maneuvers within the time frame allowed

C. Defensive driving visual habits

1. Aim high in steering
2. Get the big picture
3. Keep eyes moving, scan
4. Make sure other drivers see emergency vehicle

- a. Emergency lights
- b. Siren
- c. Other audible device

- 1) Air horn
- 2) PA systems

5. Identify an escape route

D. Space management

1. Following distance
2. Rate of closure
3. Blind spots
4. Traffic closure

E. Speed management

1. Emergency vehicles must not be driven in excess of the posted speed limits
2. Emergency vehicles must not exceed cautionary speeds.

F. Basic maneuvers

1. Steering

- a. Use both hands
- b. Keep arms inside vehicle
- c. Maintain hands in “3” and “9” position

2. Braking and stopping
 - a. Hydraulic – pump brake pedal
 - b. Air – firmly and steadily press brake pedal, release if wheels lock
 - c. ABS – apply firmly and hold down for duration
3. Backing
 - a. Park intelligently
 - b. Give audible notice
 - c. Use a spotter
 - d. Understand signals
 - e. Use side mirrors
 - f. Check front corners
 - g. Maintain speed control
4. Lane changing
 - a. Plan ahead
 - b. Signal intention
 - c. Practice speed management
 - d. Make the change of lanes smoothly
5. Turning
 - a. Always signal before turning
 - b. Whenever possible, turn from one proper lane into another proper lane
6. Passing
 - a. Check traffic both ahead and behind
 - b. Check sides and double check blind spots
 - c. Signal before initiating pass
 - d. Accelerate while changing lanes
 - e. Signal before returning to the drive lane
 - f. Check mirror before returning to the drive lane
 - g. Cancel directional signal and resume cruising speed
7. Negotiating intersections
 - a. Scan for possible hazards
 - b. Slow down
 - c. Change siren cadence
 - d. Check options and avoid opposing lane
 - e. Come to a complete stop (controlled intersection)
 - f. Establish eye contact
 - g. Proceed one lane at a time

G. Adverse conditions

1. Traction implications

- a. Rain
- b. Snow and ice
- c. Leaves

2. Handling implications
3. Vision implications

- a. Night driving
- b. Precipitation
- c. Vehicle features

H. Crash avoidance

1. Identify escape routes
2. Brake smooth and firm
3. Smooth acceleration
4. Steer to avoid head-on impact

I. Vehicle placement at emergency scene

1. Placement on street and highways
2. Positioning so as to minimize the blinding effect of warning lights
3. Identify potential hazards at scene
4. Identify safe distances from certain scenes
5. Consideration for the ease of leaving the scene

FIRE SERVICE VEHICLE OPERATOR

UNIT X

NOTES TO THE INSTRUCTOR

1. Read the unit carefully and plan for instruction
2. Review the instructors notes
3. Make copies of handouts, tests to be distributed to the students in this unit.
4. Discuss handouts
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design



UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal’s requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to the administrative requirements for reporting unsafe conditions and the procedures for crash investigations. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT X Administrative**
- A. Procedures for reporting unsafe conditions
 - B. Procedures for crash investigations

LEARNING OBJECTIVES

- 39-10 Administrative**
- 39-10.1** Identify the procedures for reporting unsafe conditions.
NFPA 1451: 8-1.1, 8-1.1.1, 8-1.1.2, 8-1.1.3
 - 39-10.2** Identify the procedures for crash investigations.
NFPA 1451: 9-1.1, 9-1.2, 9-1.3, 9-1.4, 9-2.1, 9-2.2, 9-2.3, 9-2.3.1, 9-2.4, 9-2.5

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies
- Computer aided programs
- Handout material

REFERENCES

IFSTA Pumping Apparatus Driver/Operator Handbook First Edition, page 22
NFPA 1451, Standard for Fire Service Vehicle Operations Training Program, 2002 Edition

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructors' notes.
3. Make copies of the handouts, tests to be distributed to the students in this unit.
4. Discuss the handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine the material has been presented in the manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirements.

Unit X Administrative

- I. Identify the procedure for reporting unsafe conditions. **OSFM: 39-10.1**
NFPA 1451: 8-1.1, 8-1.1.1, 8-1.1.2, 8-1.1.3

- A. Written SOP's / SOG's shall be in place

1. Shall include locally developed systematic apparatus maintenance program
2. Shall identify whom performs maintenance functions
3. Shall include how problems are corrected and reported when detected
4. Shall include how the process is documented
 - a. Date and time problem or risk was discovered
 - b. Includes brief description
 - c. All actions taken
 - d. Identify personnel that discrepancy was reported to
 - e. Date and time corrective action taken

- II. Identify the procedures for crash investigations. **OSFM: 39-10.2**

NFPA 1451: 9-1.1, 9-1.2, 9-1.3, 9-1.4, 9-2.1, 9-2.2, 9-2.3, 9-2.3.1, 9-2.4, 9-2.5

- A. Generally, the components of a crash review program are:

1. The management of the authority having jurisdiction shall be responsible for developing and implementing a crash investigation procedure
 - a. All crashes, injuries, fatalities along with all violations of rules, regulations, laws and orders involving fire service vehicles shall be investigated, the root causes shall be determined and full documentation shall be provided.
 - b. The authority having jurisdiction shall take whatever corrective action is necessary to avoid repetitive occurrences of all accidents and/or violations regardless if injury or fatality results
 - c. The drivers training program shall include a review and critique of crash scenarios, both local and national, to serve as an objective learning experience.
2. The management of the authority having jurisdiction shall establish a data collection system and shall maintain permanent records of all on-duty crashes and injuries involving fire service vehicles: NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.
3. A Safety Officer shall be appointed to manage the collection and analysis of the data collection system: NFPA 1521, Standard for Fire Department Safety Officer.
4. A Safety Committee should be appointed to investigate all accidents, injuries and fatalities: NFPA 1500, Standard on Fire Department Occupational Safety and Health Program.
5. The data collection system also shall maintain individual employee records of all on-duty crashes and injuries involving motor vehicles, service vehicles, and fire apparatus.
 - a. Records shall include but shall not be limited to:
 - 1.) On-duty motor vehicle crash history
 - 2.) Preventable versus non-preventable crashes
 - 3.) Remedial training recommended / received as a result of previous crashes
 - 4.) Safety / crash review committee recommendations
 - 5.) All investigative / review committee reports of crashes
 - 6.) Transcripts of state drivers license records
7. Reports shall be issued to the Fire Chief on a recurring basis to summarize the status, disposition, and subsequent corrective actions relative to on-duty crashes involving fire department / district owned or leased vehicles, fire apparatus or heavy equipment, and personal vehicles that are used to transport member(s).
8. Permanent records shall be maintained on all crash and injury prevention recommendations and corrective actions taken to correct unsafe acts, conditions, or practices involving department / district vehicles or apparatus: NFPA 1521, Standard for Fire Department Safety Officer.

FIRE SERVICE VEHICLE OPERATOR

UNIT XI

NOTES TO THE INSTRUCTOR

- 1. Read the unit carefully and plan for instruction
- 2. Review the instructors notes
- 3. Make copies of handouts, tests to be distributed to the students in this unit.
- 4. Discuss handouts
- 5. Review with students the areas to be covered and any activities to be accomplished for this unit.
- 6. Discuss unit objective and learning objectives

ACTIVITIES

Per instructor's design



UNIT OBJECTIVE

After completing this unit, the student should know the Illinois State Fire Marshal’s requirements and the NFPA Standards governing Fire Service Vehicle Operator in regards to the emergency vehicle competency course and program safety. The student should demonstrate these job performance requirements by completing the assigned activities and at the discretion of the instructor scoring a minimum of 70% on a unit quiz.

UNIT OUTLINE

- UNIT X Emergency Vehicle Competency Course**
 - A. Elements of training program safety
 - B. Competency course layout.

LEARNING OBJECTIVES

- 39-11 Emergency Vehicle Competency Course**
 - 39-11.1** Identify the elements of training program safety.
NFPA 1451: 5-5.1, 5-5.2, 5-5.3, 5-5.4, 5-5.5, 5-5.6, 5-5.7, 5-5.8, 5-8.8.1, 5-5.8.3, 5-5.8.4, 8-1.2, 8-1.3, 8-1.4, 8-1.4.1, 8-1.4.2, 8-1.5, 8-1.6, 8-1.6.1, 8-1.6.2, 8-1.6.2.2, 8-1.6.2.3, 8-1.6.2.4, 8-1.6.2.5, 8-1.6.2.6, 8-1.6.2.7, 8-1.7
 - 39-11.2** Demonstrate the purpose of successfully completing a competency course. *NFPA 1002: 2-3.1, 2-3.2, 2-3.3, 5-1.2, 5-1.3, 5-2.2, 5-3.2*

MATERIALS NEEDED

- Flip chart
- Overhead projector and transparencies
- Computer aided programs
- Handout material

REFERENCES

VFIS, Emergency Vehicle Driver Training Program, 2000 Edition, Chapter 12 and Appendix 1

NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 Edition
NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 Edition

PREPARATION

1. Read the unit carefully and plan for instruction.
2. Review the instructors' notes.
3. Make copies of handouts, tests to be distributed to the students in the unit.
4. Discuss handouts.
5. Review with students the areas to be covered and any activities to be accomplished for this unit.
6. Discuss unit objective and learning objectives.

APPLICATION

The application step is designed as a question and answer type arrangement. This will enable the instructor to determine that the material has been presented in a manner the students understand. Within reason, instructors should not continue until the students have demonstrated they have mastered the material. The application of skills needs a great deal of time. The instructor must account for the proper application time frame.

LESSON SUMMARY

1. Review unit objective and key points in the lesson presented.
2. Review learning objectives
3. Discuss the activities assigned in this unit and the criteria for evaluation of these activities.

EVALUATION

1. Discuss the student assignment handout for the unit.
2. Student self – evaluating form handout.
3. Give a written quiz.

ASSIGNMENT

As per instructor's requirement.

Unit XI Emergency Vehicle Competency Course

- I Identify the elements of training program safety. **OSFM: 39-11.1**
NFPA 1451: 5-5.1, 5-5.2, 5-5.3, 5-5.4, 5-5.5, 5-5.6, 5-5.7, 5-5.8, 5-8.8.1, 5-5.8.3, 5-5.8.4, 8-1.2, 8-1.3, 8-1.4, 8-1.4.1, 8-1.4.2, 8-1.5, 8-1.6, 8-1.6.1, 8-1.6.2, 8-1.6.2.2, 8-1.6.2.3, 8-1.6.2.4, 8-1.6.2.5, 8-1.6.2.6, 8-1.6.2.7, 8-1.7
- A. Establish course safety officer: vehicle malfunctions shall be reported to safety officer
- B. Restrict course to authorized personnel
1. All personnel on course shall be clearly visible
 2. Any involved personnel may designate vehicle unsafe
- C. Instructor shall accompany emergency vehicle operator in cab of vehicle
1. All personnel in vehicle shall wear occupant restraints
 2. No food, drink, or smoking permitted in vehicle

- D. Only one vehicle may utilize the course at any time
 - 1. 15 MPH maximum course speed
 - 2. Vehicles shall operate with headlights on
 - 3. No vehicle may proceed on course until approved by safety officer
- E. Prior to attempting the competency course, the emergency vehicle operator trainee shall successfully complete the classroom instruction, and possess a valid driver's license
- F. The trainee shall follow all traffic laws while attempting the public way course.

II. Demonstrate the purpose of successfully completing a competency course. OSFM: 39-11.2; NFPA 1002: 2-3.1, 2-3.2, 2-3.3, 5-1.2, 5-1.3, 5-2.2, 5-3.2

- A. **Verify competency of emergency vehicle operator**
- B. **Examine proficiency of emergency vehicle operator**
- C. **Complete a competency course prior to public way course**
- B. **Elements of competency course**
 - 1. **Introduce trainee to the emergency vehicles he/she may be driving**
 - 2. **Identify strengths and weaknesses of the trainee and allow him/her to build confidence**
 - 3. **Specific tasks that will be measured by competency course training and the purposes of those exercises.**
 - a. **Straight Line Exercise**
 - 1) **To familiarize the emergency vehicle driver with operating the vehicle within close quarters both in forward and reverse directions at a steady speed.**
 - 2) **To enable the driver to adjust the mirrors for proper viewing, make minor adjustments in steering, and gain confidence in traversing a restricted area.**
 - b. **Confined Space Turnaround Exercise**
 - 1) **To allow the driver to become familiar with the turning radius of the vehicle**
 - 2) **To permit the driver to interpret depth perception involving the placement of the rear of the vehicle as seen through the vehicle's mirrors.**
 - c. **Alley Dock Exercise**
 - 1) **To familiarize the driver with positioning the emergency vehicle to back into a confined space.**
 - 2) **To judge depth perception and distance using the vehicle's mirrors to position the rear of the vehicle at or close to a fixed point.**
 - d. **Serpentine Exercise**
 - 1) **To familiarize the driver with the location of the corners of the vehicle for maneuverability purposes**
 - 2) **To familiarize the driver with the turning radius of the vehicle while proceeding forward and backward**
 - 3) **To require the driver to utilize both mirrors of the vehicle during one continuous exercise.**
 - 4) **To increase the driver's confidence in use of mirrors for vehicle maneuvering.**

e. Lane Change/Off-Set Alley Exercise

- 1) To allow the driver to become aware of the front and rear tracking of the vehicle
- 2) To familiarize the driver with depth perception through the vehicle's mirrors, especially recognizing the location of the right rear wheel.

f. Parallel Park Exercise (FAE only)

- 1) . To allow the driver to understand the importance of vehicle positioning prior to starting a movement that requires an exact right side placement
- 2.) To familiarize the driver with the turning radius of the vehicle as it impacts restricted space placement
- 3) To enable the driver to locate the position of the right front extremity of the vehicle while completing a maneuver.
- 4) To enable the driver to place the right side of the vehicle at a specific point utilizing the vehicle's mirrors.

g. Diminishing Clearance Exercise

- 1) To familiarize the driver with the importance of properly aligning a vehicle when entering a very confined asymmetrical area.
- 2) To familiarize the driver with traveling through a continually more confining restricted area.

h. Stopping Exercise

- 1) To familiarize the driver with the position of the front of the vehicle.
- 2) To require the driver to brake smoothly and precisely while bringing the vehicle to a stop at a specified point.

4. Street and highway driving

- a. At least eight hours of supervised behind the wheel driving.
- b. Driving shall begin after the trainee has completed the competency course
- c. Driving requirements
 - 1) Four left and right turns – includes turns at traffic lights, stop signs, and uncontrolled intersections. The turns should range in difficulty from easy to hard and include a variety of intersections.
 - 2) A straight section of an urban business street – includes intersections, traffic lights, moderate traffic density, and sections that allow lane changes. Should be one to two miles long.
 - 3) Intersections – at least one through and two intersections where stops must be made. If possible, should be part of the urban business street section (#2).
 - 4) One railroad crossing – should be uncontrolled crossing, if possible, and enough distance to allow driver to safely approach and enter crossing. May be simulated if crossing is not available.
 - 5) One curve, either to left or right.
 - 6) A section of expressway – should be 4-lane controlled access highway with conventional entrance and exit ramps and section should be long enough to allow two lane changes. A two lane rural highway may be substituted if

expressway is not available, but must include challenges similar to those found on an expressway.

- 7) A downgrade – should be steep and long enough to require gearing down and braking**
- 8) An upgrade – should be steep and long enough to require gear changing and maintain speed.**
- 9) A downgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly.**
- 10) An upgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly**
- 11) One underpass, low clearance, or bridge – should have posted clearance height or weight limit**

FIRE SERVICE VEHICLE OPERATOR COMPETENCY COURSE LAYOUT

Unit XII

Course overview

The driving course is set up in an area that is ideally 300' long and 250' wide. The width of the straight lanes are 10' or can be as narrow as 9'. The longer of the lanes for the lane change should gradually reduce from 10' down to 9'.

The serpentine is set with 25' limitations to either side of center, this is easily set up with the straight lane 25' to one side and the confined area turn around 25' to the opposite side. The colors (or different position dots) indicate the placement of cones for various length vehicles. Black dots are for vehicles 170" wheel base or less, red for wheel bases between 170" and 220" and then blue for wheel bases greater than 220". The cone placement changes from 35' intervals to 40' to 45' for the various wheel base lengths. For the confined space the base size is 50'x100' which should be varied depending on the length of the vehicle. For the lane changes they have been set up for both right and left shifts and for vehicles over 220" of wheel base the space between the lanes is increased by 20'. One of the lane change areas should also include a diminishing clearance for an extended length.

The cone placement is not to scale but the space for horizontal cones is representative of 10' and vertical as 20'.

Two loading docks have been placed at the bottom of the confined space so that in the event of skills demonstration of putting a vehicle to work both docks can be utilized as well as in the event of backing from left and right.

The end cones of the lane changes could also be utilized for height restriction limitation simulation.

NOTE: The course should be approached as a team effort, drivers and spotters, so the course should be tight and spotters must be utilized.

NOTE: A hydrant or port-a-tank set-up, to simulate these activities, should be included for tankers with side dumps and vehicles with pumps when certification inclusive of these operations is being sought. Refer to appendix NFPA 1002 1998 edition B section A-3-1.3 for the specific set up.

Straight lane pull down back out



NFPA 1002
2-3.6

Serpentine

NFPA 1002
2-3.3

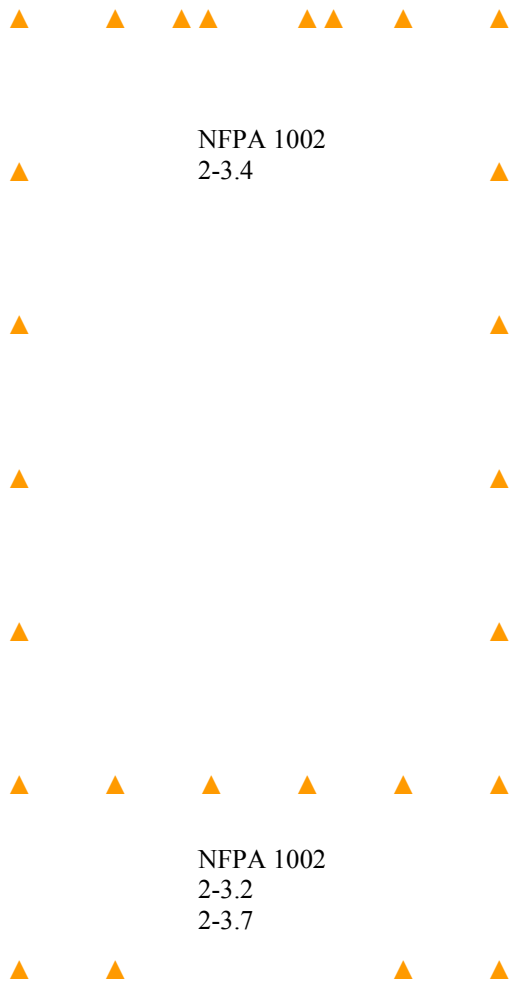
- ◀45°
- ◀40°
- ◀35°

- ◀45°
- ◀40°
- ◀35°

-

- ◀35°
- ◀40°
- ◀45°

**Confined space
and loading
docks**

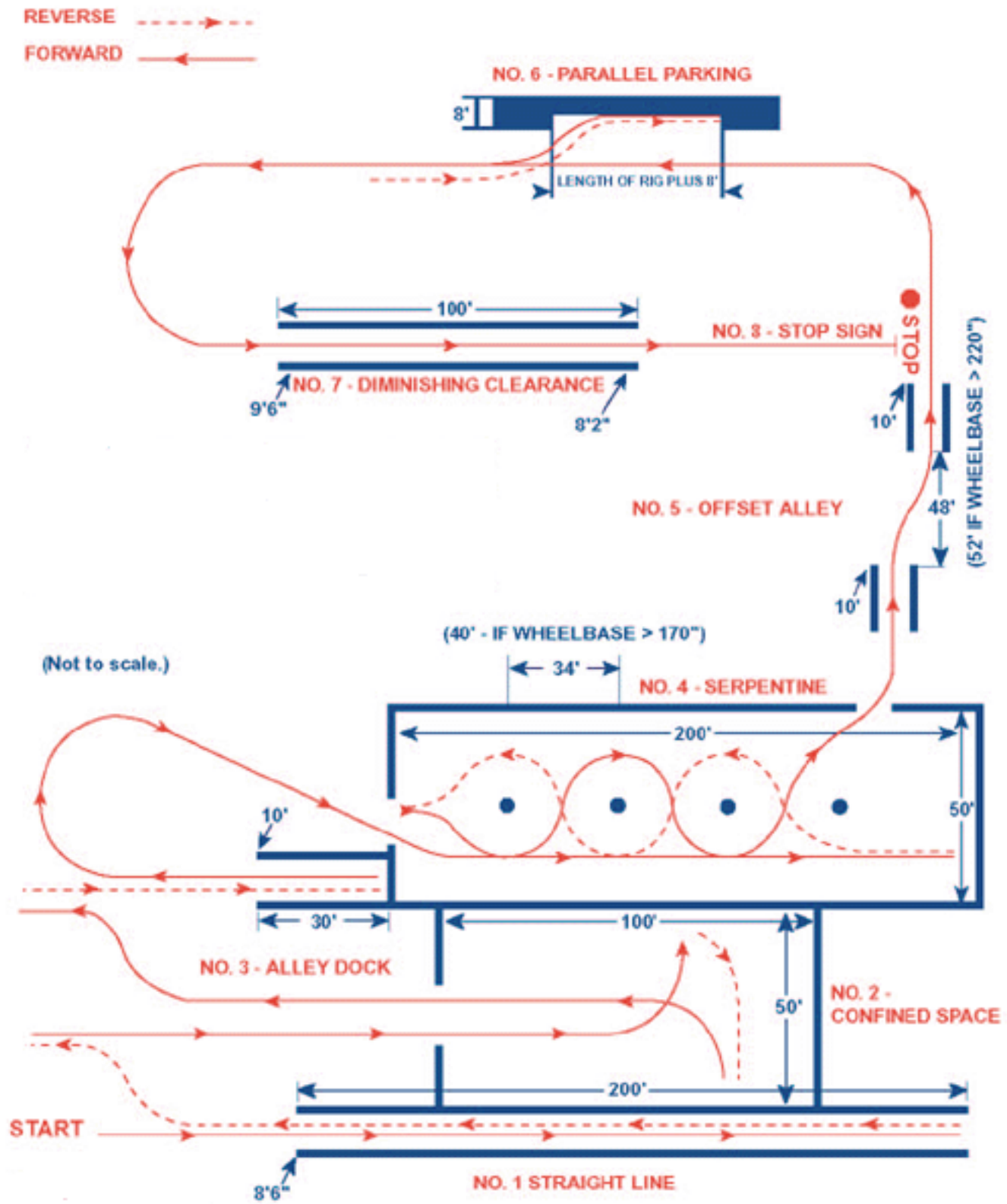




NFPA 1002
2-3.6 & A-2-
3.5

**Lane changes
and restricted
lane**

COMPETENCY COURSE



Sample Course Layout

**FIRE SERVICE VEHICLE OPERATOR
PRACTICAL SKILLS**

Unit XIII

PRACTICAL KEY

The master practical key for Fire Service Vehicle Operator is enclosed in this section. The form was developed for retention in the individual’s training jacket indicating the completion of the required State Practicals.

ALL PRACTICAL SKILLS MUST BE COMPLETED BEFORE SUBMITTING THE “APPLICATION/VALIDATION-ATTESTATION” verifying completion of the practicals. Certification is contingent on the receipt of the Application/Validation-Attestation. A copy of the practical key should be maintained in the department/school conducting the class AND in the training records of the employing fire department.

Each evolution must be signed by the qualified instructor supervising the practical and the individual attesting to completion of the practicals skills. Spotters must be used when performing the practicals.

Skills must be administered with the utmost caution for safety and by using the appropriate NFPA Standards.

PRACTICAL KEY

Competency Course

39-11.2D	Straight Line Exercise	Date Completed: _____
39-11.2D	Confined Space Turnaround	Date Completed: _____
39-11.2D	Alley Dock Exercise	Date Completed: _____
39-11.2D	Serpentine Exercise	Date Completed: _____

39-11.2D	Lane Change/Off-Set Alley Exercise	Date Completed: _____
39-11.2D	Parallel Park Exercise (Optional – FAE)	Date Completed: _____
39-11.2D	Diminishing Clearance Exercise	Date Completed: _____
39-11.2D	Stopping Exercise	Date Completed: _____

By my signature as the **TRAINEE**, I attest that I have completed the practical skills under the Competency Course (39-11.2D).

TRAINEE: _____ **Date:** _____

By my signature as the **INSTRUCTOR**, I attest that this **TRAINEE** has successfully completed the practical skills under the Competency Course

INSTRUCTOR: _____ **Date:** _____

Street & Highway Driving

39-11.2D (4c)	Four left & right turns	Date Completed: _____
39-11.2D (4c)	Straight section of urban business street	Date Completed: _____
39-11.2D (4c)	Intersections	Date Completed: _____
39-11.2D (4c)	Railroad crossing	Date Completed: _____
39-11.2D (4c)	One curve, either left or right	Date Completed: _____
39-11.2D (4c)	Section of expressway	Date Completed: _____
39-11.2D (4c)	Downgrade	Date Completed: _____
39-11.2D (4c)	Upgrade	Date Completed: _____
39-11.2D (4c)	Downgrade for stopping	Date Completed: _____
39-11.2D (4c)	Upgrade for stopping	Date Completed: _____
39-11.2D (4c)	Underpass, low clearance, or bridge	Date Completed: _____

By my signature as the **TRAINEE**, I attest that I have completed the practical skills under Street & Highway Driving (39-11.2D (4c)).

TRAINEE: _____ **Date:** _____

By my signature as the **INSTRUCTOR**, I attest that this **TRAINEE** has successfully completed the practical skills under Street & Highway Driving (39-11.2D (4c)).

TRAINEE: _____ **Date:** _____

Practical

Objective: 39-11.2 D – Straight Line Exercise

Purpose:

1. To familiarize the emergency vehicle driver with operating the vehicle within close quarters both in forward and reverse directions at a steady speed.
2. To enable the driver to adjust the mirrors for proper viewing, making minor adjustments in steering, and gain confidence in traversing a restricted area.

Set-up

This exercise is typically the first station on the competency course. It is eight feet six inches (8'-6") in width, measured from inside edge of cone to inside edge of cone. It is two hundred feet (200') in length. If space for the course is critical, the length of the station may be shortened to one hundred feet (100'). Intermediate cones along the sides of the exercise are usually set at intervals of twenty feet (20'). However, the space may be extended to twenty five feet (25').

Practical Evolution:

The exercise begins upon entering the straight line at the entrance. The driver travels through the exercise by "hugging" the left side; stopping at the end of the station; and backing out of the line without brushing or knocking over any cones.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Confined Space Turnaround Exercise

Purpose:

1. To allow the driver to become familiar with the turning radius of the vehicle.
2. To permit the driver to interpret depth perception involving the placement of the rear of the vehicle as seen through the vehicle's mirrors.

Set-up

Setting up this station requires an area fifty feet (50') wide by approximately one hundred feet (100') long with the width being the critical dimension. Often one side of the exercise is placed directly against the straight line station reducing the number of cones required. Again, intermediate cones are spaced at twenty five feet (25') intervals with the entrance being centered on the fifty feet (50') side of the station. If space is limited, the width of the station may be reduced; however, the width should not be less than the length of the largest vehicle plus ten feet (10').

Practical Evolution:

The driver begins the station by entering and proceeding diagonally toward one corner of the confined space. The vehicle is then maneuvered back and forward without projecting outside the of area's boundaries until it can be driven out the entrance in a forward direction. It should be emphasized that the confined space turn around is not a three

point turn around. In fact, it may require up to six (6), seven (7), or even eight (8) turns for larger vehicles to accomplish the one hundred eighty degree maneuver.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Alley Dock Exercise

Purpose:

1. To familiarize the driver with positioning the emergency vehicle to back into a confined space.
2. To judge the depth perception and distance using the vehicle's mirrors to position the rear of the vehicle at or close to a fixed point.

Set-up

The layout of this station is exactly ten feet (10') wide, measured from inside of cone to inside of cone by thirty feet (30') long. It is not necessary to have the emergency vehicle completely in the dock area, so the thirty feet (30') can be used for all sizes of vehicles. One of the most convenient locations for this exercise is along the side of the entrance to the confined space turn around. If space is limited the alley docking station may be located as a free standing station convenient to the site's configuration.

Practical Evolution:

When the vehicle leaves the previous exercise it can proceed past the alley dock station so as to position itself for backing into the alley. The intent of the exercise is for the vehicle to be backed into the alley and stop within six inches (6') of the back of the alley.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Serpentine Exercise

Purpose:

1. To familiarize the driver with the location of the corners of the vehicle for maneuverability purposes.
2. To familiarize the driver with the turning radius of the vehicle while proceeding forward and backward.
3. To require the driver to utilize both mirrors of the vehicle during one continuous exercise.
4. To increase the driver's confidence in the use of mirrors for vehicle maneuvering.

Set-up

Setting up the serpentine station requires an area fifty feet (50') wide by two hundred feet (200') long. It is within the center of this overall area where the serpentine is set with four cones located forty (40') apart, measured center to center. For vehicles with a wheelbase of less than one hundred seventy inches (170"), the distance between the center cone is reduced to thirty-four feet (34'). The entrance to this exercise is centered along the fifty foot (50') side. The optimum location for the exit is along the side of the station between cones three and four. However, it can be located elsewhere if the site arrangement so dictates. If space is limited the width of the station may be reduced and length shortened to one hundred sixty feet (160').

Practical Evolution:

Upon entering the station the vehicle should be driven along the right side of the center cone. After passing the 3rd cone the vehicle should be "cocked: at a slight angle so as to position the rear of the vehicle between the 3rd and 4th cones. The driver then backs the vehicle between them, passing to the left of the first cone and back through the entrance. After backing through and stopping at the entrance the driver travels through the serpentine in a forward position. The vehicle should pass to the right of the first cone, left of the second cone, right of the third cone, and then out the exit of the station.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Lane Change/Off-Set Alley Exercise

Purpose:

1. To allow the driver to become aware of the front and rear tracking of the vehicle.
2. To familiarize the driver with depth perception through the vehicle's mirrors, especially recognizing the location of the right wheel.

Set-up

In setting up the offset alley station it should be emphasized that the distance between the alleys is forty-eight feet (48') for engines and fifty-two feet (53') for aerials. It must be carefully measured edge of cone to edge of cone. It is necessary for the station spotter to adjust this difference for each type of vehicle. An extended front bumper or other projections of the vehicle must not extend outside the alleys. In other words, treat the alley edges as if they are building walls or parked vehicles.

Practical Evolution:

When traversing the station the driver should proceed forward through the first alley and exit it. The driver should change the track of the vehicle and enter the second alley without rubbing or knocking down any of the cones. Typical problems involve changing the track of vehicle too quickly or not straightening the vehicle's track sufficiently before entering the second alley.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Parallel Park Exercise (*Optional, can be used for driving validation of Fire Apparatus Engineer*)

Purpose:

1. To allow the driver to understand the importance of vehicle positioning prior to starting a movement that requires an exact right side placement.
2. To familiarize the driver with the turning radius of the vehicle as it impacts restricted space placement.
3. To enable the driver to locate the position of the right front extremity of the vehicle while completing a maneuver.
4. To enable the driver to place the right side of the vehicle at a specific point utilizing the

vehicle's mirrors.

Set-up

Setting up the parallel park exercise requires that the station be adjusted for the specific emergency vehicle traveling the course. The length of the parking space should be adjusted to equal the length of the vehicle plus eight feet (8'). As an example, if the vehicle is twenty-eight feet (28'), the space should be twenty-eight feet (28') plus eight feet (8') for a total of thirty-six feet (36'). The depth of the parking space shall measure eight feet (8'). The distance of twelve inches (12") from the curb should be clearly marked.

Practical Evolution:

The procedure for this station is to have the driver pull the emergency vehicle past the parking space and proceed to Parallel Park the vehicle in the designated space. The right side of the vehicle must be placed within twelve inches (12") of the curb. The most common mistake at this station is placing the right side of the vehicle either too close or too far from the curb. .

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Diminishing Clearance Exercise

Purpose:

1. To familiarize the driver with the importance of properly aligning a vehicle when entering a very confined asymmetrical area.
2. To familiarize the driver with traveling through a continually more confining restricted area.

Set-up

The seventh station on the course is the diminishing clearance exercise. Approximately one hundred feet (100') in length, the entrance to the station is nine feet six inches (9'-6") wide, inside edge of cone to inside edge of cone. The concluding part of the exercise measures eight feet two inches (8'-2"), edge to edge. Extreme care must be taken in measuring the width of the station because of very close tolerances of the vehicles that will travel the station.

Practical Evolution:

All vehicles must travel the station without touching any of the cones even though the clearance is very minimal. The purpose of this exercise is for the driver to maneuver the vehicle through the station without brushing or knocking over any cones. Two of the most common mistakes involve speed fluctuations through the exercise and misalignment of

the vehicle's track upon entering the station.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D – Stopping Exercise

Purpose:

1. To familiarize the driver with the position of the front of the vehicle.
2. To require the driver to brake smoothly and precisely while bringing the vehicle to a stop at a specified point.

Set-up

Approximately forty feet (40') to sixty feet (60') beyond the end of the diminishing clearance station, two cones should be set parallel to each other and in the line of travel of the course vehicle. Marks at six inches (6"), twelve inches (12"), and eighteen (18") from the cones must be made. The objective of this exercise is to bring the vehicle to a stop. The front bumper must be more than six inches (6") from the edge of the cones and not extend past the cones.

Practical Evolution:

Stopping more than six inches (6") from the edge of the cones or extending past their edge will result in failure of the exercise.

Standard: 100% Accuracy

Evaluator's Signature

Student's Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

Four left and right turns – includes turns at traffic stops, stop signs, and uncontrolled intersections. The turns should range in difficulty from easy to hard and include a variety of intersections.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

A straight section of an urban business street – includes intersections, traffic lights, moderate traffic density, and sections that allow lane changes. Should be one to two miles long.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

Intersections – at least one through and two intersections where stops must be made.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

One railroad crossing – should be uncontrolled crossing, if possible, and enough distance to allow driver to safely approach and enter crossing. May be simulated if crossing is not available.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

One curve, either to left or right.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

A section of expressway – should be 4-lane controlled access highway with conventional entrance and exit ramps and section should be long enough to allow two lane changes. A two lane rural road may be substituted if expressway is not available, but must include challenges similar to those found on an expressway.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

A downgrade – should be steep and long enough to require gearing down and braking.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

An upgrade – should be steep and long enough to require gear changing and maintain speed.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

A downgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

An upgrade for stopping – should allow for safe stopping and parking of vehicle. Need be only steep enough to cause vehicle to roll if not parked correctly.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

Practical

Objective: 39-11.2 D (4c)- Street and Highway Driving

Standard: 100% Accuracy

Practical Evolution:

One underpass, low clearance, or bridge – should have posted clearance height, or weigh limit.

Evaluator’s Signature

Student’s Signature

By my signature as the **INSTRUCTOR**,
I attest that this **TRAINEE** has successfully
completed the practical skills

By my signature as the
TRAINEE, I attest that I have
completed the practical skills

Date

FIRE SERVICE VEHICLE OPERATOR HAND SIGNALS

Unit XIV

Hand Signals

The hand signals as illustrated in this section are drawn from Appendix B “Interpreting Hand Signals” of the Emergency Vehicle Operator Course – Ambulance” as published by the National Highway Transportation Safety Administration of the U.S. Department of Transportation.

These hand signals are generally accepted as standard in the United States and most foreign countries as well as ground and air transportation employees.

Signal No. 1 Come Ahead

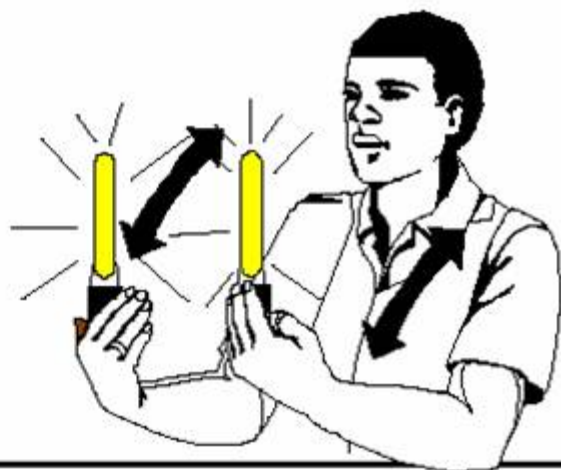
Day

Extend arms in front of your body, palms facing up. Move arms toward your body, bending at the elbows.



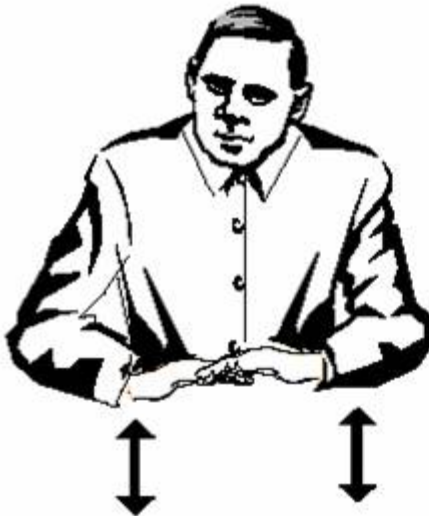
Night

When using conventional flashlights, direct lights forward.



Signal No. 2 Slow Down

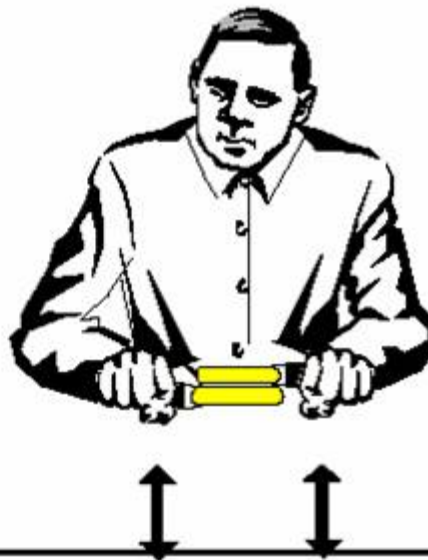
Day



Turn palms facing downward with thumbs toward your body at waist level. Move hands down and up.

Night

When using conventional flashlights, direct lights forward.



Signal No. 3 Stop or Halt

Day

Extend right arm forward with palm facing outward.



Night

Light in right hand pointed upward, blinking. When using conventional flashlights, direct light in right hand forward, blinking.



Signal No. 4 Move in Reverse

Day

Extend both arms in front of you, palm facing forward. Move hands forward and back.



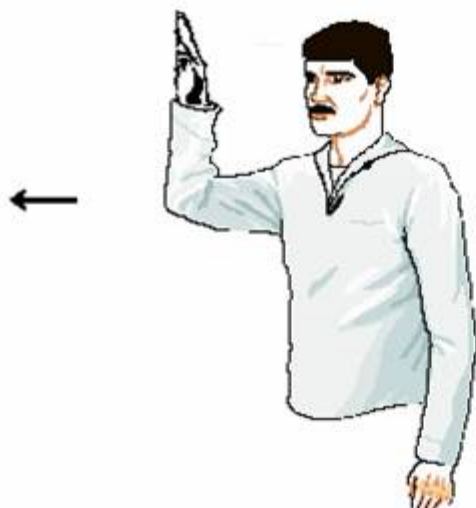
Night

When using conventional flashlights, direct lights forward.



Signal No. 5 Turn Left

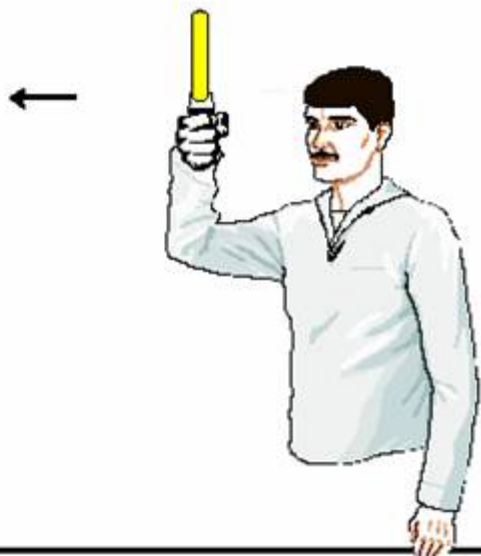
Day



Facing the vehicle, raise right arm to your side, bending at the elbow. Face palm outward and move hand to your right.

Night

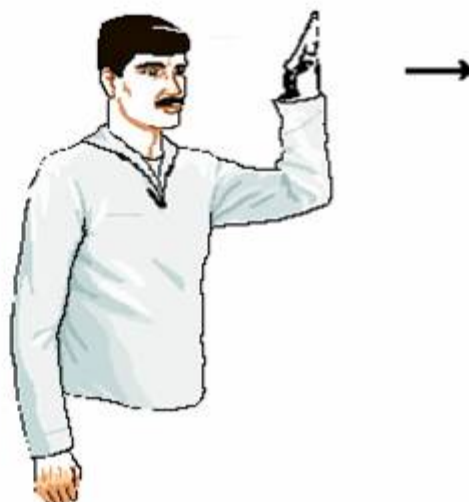
When using conventional flashlights, direct light in right hand forward.



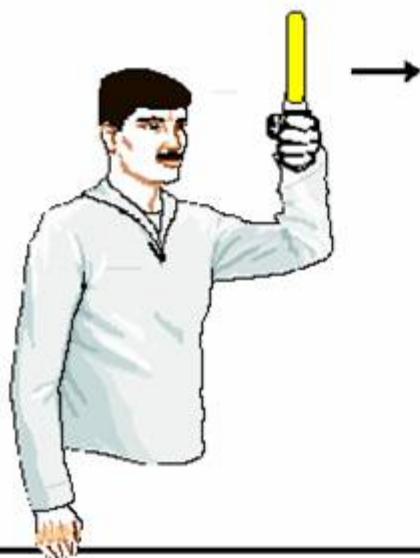
Signal No. 6 Turn Right

Day

Facing the vehicle, raise left arm to your side bending at the elbow. Face palm outward and move hand to your left.



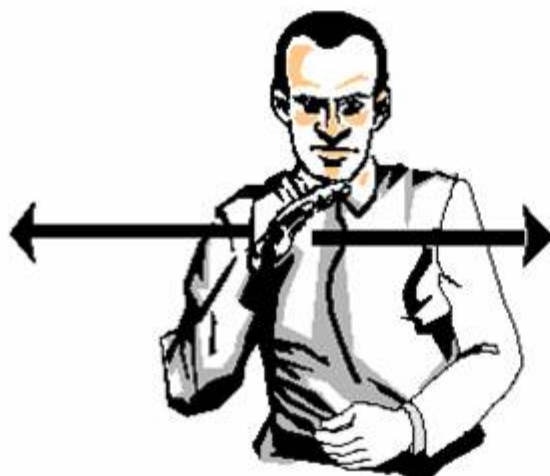
Night



When using conventional flashlights, direct light in left hand forward.

Signal No. 7 Turn Off Engine

Day



Place right hand above chest level, with elbow at your side, and palm facing downward. Move hand from right to left.

Night

When using conventional flashlights, direct light in right hand forward.



Signal No. 8 Increase Speed



Extend right arm above you with a closed fist, palm forward. Move arm up down and up in front of your body.

Night



When using conventional flashlights, direct light in right hand forward.



Signal No. 9 Start Engines

Day



Circle your right arm clockwise in front of your body.

Night

When using conventional flashlights, direct light in right hand forward.



Signal No. 10 As You Were

Day



**Extend arms above your head;
cross and uncross your hands
at the wrists.**

Night



**When using conventional
flashlights, direct lights
forward.**

Signal No. 11 Attention

Day



Extend right arm above you, palm facing outward. Wave hand right and left above your head.

Night

When using conventional flashlights, direct light in right hand forward.



FIRE SERVICE VEHICLE OPERATOR STUDENT MANUAL

Unit XV

Unit 1 Objectives

- Understand orientation to Fire Service Vehicle Operations
 - Identify the OSFM, Division of Personnel Standards and Education, Requirements for fire Service Vehicle Operations.
 - Identify the NFPA Standards governing Fire Service Vehicles.
 - NFPA 1002
 - NFPA 1451

•Fire Service Vehicle Operations Certification

- Qualifications
 - Provisional certification– not certified Firefighter II
 - Full certification – certified Firefighter II
- Completion of course
- Completion of state practical exam
- Passage of state written exam

Instructor Requirements

- Instructor I certification
- Fire Service Vehicle Operations certification

NFPA Standards

- NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1998 edition
- NFPA 1451 Standard for Fire Service Vehicle Operations Training Program, 2002 edition

Unit 2 Objectives

- Introduction to Fire Service Vehicle Operations
 - Identify Goals of this Emergency Vehicle Driver Training Program.
 - Identify Importance of an Emergency Vehicle Driver Training Program.
 - Identify the Elements of a Comprehensive Emergency Vehicle Driver Training Program.

Goals of FSVO

- To present:
 - Classroom training
 - Competency course training
 - Testing for new & existing emergency drivers
- To help prevent:
 - Crashes
 - Injuries
 - Fatalities

Importance of Driver Training

- 25% of firefighters killed in the line of duty are responding to or returning from incidents
- Drivers being criminally charged when death or serious injury has occurred
- Attempt to ensure all emergency vehicle drivers proper and professional performance
- Evidence that organization recognizes consequences of inappropriate behavior
- Initiation is a proper step toward proficiency in emergency and non-emergency driving situations

Elements of a Comprehensive Program

- Classroom Instruction:
 - Minimum of 8 hours
 - Test attitude and knowledge
 - Understanding of drivers responsibilities during non emergency situations
- Competency Course:
 - Introduction to vehicles
 - Identification of strengths and weakness of the trainee and allow him or her to build confidence
 - Course events and respective purposes
 - Non-Timed events
 - Max speed 15mph
 - Events can be accomplished individually
 - Street and highway driving.
 - Minimum of eight supervised hours

- Conducted after completion of competence course
- Driving requirements.
 - 4 left and right turns
 - Straight road driving of district area minimum of 2 miles
 - Controlled intersection travel
 - Railroad crossing
 - Negotiation of left or right curve
 - Controlled access highway entrance
 - Upgrade for stopping/parking
 - Downgrade for stopping/parking
 - Upgrade requiring gear change
 - Downgrade requiring gear change
 - Placarded bridge travel
- Testing;
 - 70% passage of written exam
 - 100% passage of competence exercises per vehicle being certified. (***Authority having jurisdiction must document and test candidates in all vehicles in which they will be authorized to drive***)

Unit 3 Objectives

- Extent of Problem
 - Identify the complexities of driving under emergency conditions and the existence of laws governing an emergency vehicle.
 - Identify the high incidence of accidents involving emergency vehicles and the associated deaths and injuries.
 - Identify the types, conditions, and causes of accidents involving emergency vehicles.
 - Identify the factors that contribute to the incidence of accidents involving emergency vehicles.

Complexities of Emergency Response

Misconception

...to rely solely on the fact that there are laws governing emergency vehicle response and that this will insure a safe emergency vehicle response.

Misconception

...the majority of the problems lies with the general public's failure to properly yield right of way.

Public is under a certain amount of obligation to both understand & execute compliance with motor vehicle laws; it is not realistic or practical to expect the public to react properly each time.

Misconception

...emergency drivers have a mandated right of way.

Emergency vehicle drivers must be trained to understand that they must only request the right-of-way. It

cannot be assumed or forced.

Impacts of Vehicle Crashes

- Personnel injury or death to emergency responders
- Peripheral injury or death to others
- Vehicle and equipment loss
- Long term impact
- Loss of experienced personnel
- Stress of criminal or civil litigation
- Financial impact
- Failure to deliver emergency services
- Poor public image

Unit 4 Objectives

- Personnel Selection
 - Identify the proper personnel selection procedures that are the first steps in developing an effective program.
 - Identify the human aspects of driver selection that are an important component of the process.
 - Identify the importance of maintaining accurate and complete personnel records.
 - Identify the importance of maintaining accurate and complete personnel records.
 - Identify the importance of maintaining proficiency through an on-going training program based on authority having jurisdiction and written Standard Operating Procedure and Standard Operating Guidelines (SOP/SOG's) for personnel and vehicle changes.

Selection Procedures

- Principles of safe operations
 - Driver selection
 - Driver training
 - Driver proficiency

Human Aspects

- Attitude – an individuals disposition toward driving
 - Immature
 - Only cares about his/her own safety
 - Brazen/show off
 - More concerned about image than reality
 - Laid-back
 - So much so that the reaction may be hours or days late
 - Comic
 - Doesn't panic; sees humor in everything, even dangerous situations
- Knowledge
 - Clear perception of
 - Truth

- Fact
- Related series of issues
- Drivers understanding of
 - Vehicle features
 - Vehicle behavior
 - Vehicle operational characteristics
- Drivers must not have wrong information or misconceptions regarding emergency vehicle driving
- Mental Fitness – state of mind about driving
 - Does this individual understand & respect the awesome responsibility of driving an emergency vehicle?
 - Is understanding reflected in
 - Attentiveness during driving
 - Caution while driving
- Judgment - sound and reasonable decision making
 - Ability to make good decisions
 - Is individual decisive?
 - Does the individual typically assume an offensive or defensive posture?
 - Items to evaluate
 - Excitability – getting overly excited or agitate at either an emergency or when emergency lights or sirens are in use
 - Maturity – ability to keep emotions in check while driving
- Physical Fitness – free of operational impairments
 - Has the individual returned too soon from a disability or injury?
 - Has the individual's physical fitness declined to the extent that his/her capability to recognize and react to situations is impaired?
- Age
 - Physical and mental condition is reflected in chronological age.
 - Age and fitness need to be combined during evaluation of drivers.
 - Factors to consider:
 - At 18 there have only been two years of licensed driving.
 - At 21 there usually is at max 3 years of emergency service experience.
 - At 65 there may be the beginning of vision loss.
 - At 65 there may be the beginning of physical limitations.
- Habits
 - Characteristic produced by constant repetition of an action
- Driving characteristics
 - Manipulative skill abilities, which are necessary to coordinate the steering, accelerating and/or braking functions of maneuvering an emergency vehicle

Acquired Abilities

- Specifications by agency as minimal acceptance
 - Driver's license
 - Knowledge & ability
 - Grants privilege on public ways
 - Endorsements
 - State and local laws

- Established requirements
- Defensive driving techniques
 - Techniques learned over time
 - Successful completion of program introducing concepts such as:
 - Space management
 - Following distance and rate of closure
 - Hazard identification
 - Correct braking techniques
- Vehicle characteristics
 - Type of emergency vehicle
 - Vehicle components and features
 - Special driver training

Personnel Files

- Training records
 - Classes successfully completed
 - Certification
 - Licensing
- Personnel records
 - Physical capability
 - Driving record
 - Check motor vehicle records before a person can ever begin training
 - Check motor vehicle records on an on-going basis at least once every three years
 - Make a photocopy of each emergency vehicle driver's license and place it in the driver's personnel file on a yearly basis
 - Suspected drug and/or alcohol abuse

Importance of On-Going Program

- Personnel development of training based on:
 - Actual emergency vehicle driving experience, both emergency and non-emergency
 - Observed proficiencies & supervisory reports as to performance in the field
 - Length of time since last training
 - Introduction to new emergency vehicles
 - Introduction to new technologies on existing vehicles
- Vehicular threshold which can dictate re-training
 - Time
 - Activity
 - Observed and document capacity or lack of
 - Introduction of new technologies or vehicles

Unit 5 Objectives

- Necessity of Written SOP's and SOG's
 - Identify the reasons that written SOP/SOG's are important to operating an effective driver training program.
 - Identify the subject areas for written SOP/SOG's that impact the certification, operations, re-certification of emergency vehicle drivers.
 - Identify written SOP/SOG's which impact emergency response procedures.

Reasons for Adoption of SOP's/SOG's

- All personnel understand what is expected or required
 - Eligibility qualifications and certification requirements to become an emergency vehicle driver
 - Training schedule, expectations and requirements for emergency vehicle drivers
 - Annual requirements for maintaining certification
 - General conduct & obligations of drivers
- Intended compliance with all necessary requirements is identified
 - Not a guarantee of compliance
 - Indication of organizations intent to follow applicable laws.
 - SOG examples
 - Compliance with organizational rules & requirements
 - Compliance with legal Jurisdictions
 - Compliance with NFPA & other professional standards
- Written and maintained
- Pre-planned and agreed upon actions
 - Personnel and vehicles are variable at any incident
 - Drivers should have standardized procedures for response and arrival operations
 - Incident commanders should not have to worry about the actions of drivers
- Resource documents upon which to base training
 - Predetermined procedures and responsibilities allow the drive to train & practice in accordance with SOP/SOG:
 - Prospective drivers can identify the training requirements necessary to qualify as an emergency vehicle driver
 - All emergency vehicle drivers can be informed and trained to identify which vehicle respond to various types of incidents
 - Existing emergency vehicle drivers can identify the requirements for retaining certification to additional vehicles within the organization
- Required anticipated actions
 - It is easier & less stressful to brainstorm certain situations and their solutions in a quiet setting.
 - Critical tasks of inspection & maintenance can be scheduled
 - Pre-trip, response and post- trip responsibilities can be identified and detailed
 - Inappropriate driving actions and/or conflicting actions which might lead to emergency vehicle accidents can be eliminated, or at least minimized

SOG Subject Areas

- Eligibility requirements for drivers
 - Age, experience, and performance standards for new applicants
 - Necessary steps to maintain emergency vehicle certification
 - Procedure to expanding an existing certification to other vehicles
 - Re-certification procedures for existing drivers
- Testing & proficiency requirements for drivers
 - Classroom training & written examination
 - Competency course training & testing
 - On-the-road training & testing
 - Annual training and/or driving for certification maintenance
- Emergency response procedures
 - Emergency vehicles response per type of incident

- Application of state traffic laws to emergency incident response
- Emergency incident scene operations
- Off-road emergency vehicle operations
- Private & administrative vehicle response
- Customary and/or ordinary procedures
 - Vehicle inspection & maintenance procedures
 - Non-emergency travel
 - High hazard operational procedures
- Special situations
 - Inclement weather operations
 - Night operations
 - Special location considerations
 - Accident reaction & reporting procedures
 - Vehicle malfunction procedures

Identify SOP's & SOG's Which Impact Response

- Recommend local authority having jurisdiction review any pertinent written SOP/SOG's for compliance
- Have legal counsel and local governing body review policies prior to adoption

Unit 6 Objectives

- Legal Aspects
 - Identify the changing legal climate which exists and its impact upon emergency vehicle drivers and their organization.
 - Identify the primary legal principles which affect drivers and recognize their implications upon emergency vehicle operations.
 - Identify the specific state driving laws that affect the emergency vehicle driver.
 - Identify the individual state or local laws, standards, and requirements that impact emergency vehicle driver training and operations.

Overview of Legal Aspects

- Driving emergency response vehicles grants rights, privileges and responsibilities which are not given to everyone
- Emergency vehicle operators are expected to operate at a higher standard during responses
 - Permission to proceed through a red traffic signal or stop sign
 - Ability to exceed the posted speed limit
 - Right to travel against the normal flow of traffic
- Training is imperative due to the changing legal climate
- 5 regulatory agencies impacting driving
 - Illinois motor vehicle & traffic laws
 - National recognized standards
 - OSHA & IDOL regulations
 - Local ordinances
 - Organizational policies, procedures, & guidelines

Changing Legal Climate

- Outdated concepts:
 - Concept of public kindness
 - Sovereign immunity “King can do no wrong”
- Current concepts:
 - “The Royal Family shall do no wrong.”
 - Lawsuits impacting emergency response are increasing.
 - Lawsuits tend to include any & all parties involved
 - Organization as a whole
 - Emergency vehicle operator
 - Officer of the vehicle
 - Chief executive of the organization

Legal Principles and Terms

- Subject to laws unless specific exemption exists
- Exemptions apply only to true emergencies
- Emergency vehicle drivers can be found criminally and/or civilly liable if they are operating under the provisions of the exemption
- True Emergency
 - A situation in which there is high probability of death or serious injury to an individual.
- Due Regard
 - A reasonably careful person performing similar duties and under similar circumstances would act in the same manner.
- Negligence
 - The legal deficiency or wrong which results whenever a person fails to exercise that degree of care which a prudent person would exercise under similar circumstances. The negligence may be slight, ordinary, or gross.
- Gross Negligence
 - The reckless disregard of the consequences of an act to another person. It occurs when a person’s actions (or lack of) result in the failure to exercise even a slight degree of care.
- Willful and Wanton
 - Intentional or with careful indifference; considered the most serious form of negligence
- Vicarious Liability
 - The legal liability placed on one person for the acts committed by another.

Considerations for Liability

- Was the vehicle responding to a true emergency?
- Was the operator exercising due regard for the safety of others?

Illinois Emergency Vehicle Driving Laws

- CDL requirements
- Exemptions granted to emergency vehicle drivers
- Requirements for members of the public
- Requirements for emergency responders in privately owned vehicles (POVs) when responding to an

emergency

- Illinois Vehicle Code
 - www.legis.state.il.us/legislation/ilcs2.asp?ChapterID=49
 - Defines:
 - Ambulance
 - Antique vehicles
 - Authorized emergency vehicle
 - Headset receiver
 - Medical transport vehicle
 - Rescue squad
 - Rescue vehicle
- 625ILCS5/11-205 = Public officers & employees to obey act - Exemptions:
 - Parking
 - Controlled intersections
 - Speed regulation
 - Direction of travel
- 625ILCS5/11-1421- Conditions for operating ambulances and rescue vehicles:
 - Conditions
 - Lights & siren requirements
 - Lights & siren operations
 - Speed restrictions
 - Registration display
- Apply only during emergency response using audible or visual signals.
- Does not relieve the driver from the duty to drive with due regard for the safety of all persons.
- Does not relieve the driver of the consequences of his reckless disregard for the safety of others.
- 625 ILCS 5/12-215
 - Oscillating , rotating , or flashing light on motor vehicles
- 625 ILCS 5/12-216 (c) 15
 - Operation of oscillating, rotating, or flashing lights
- 625 ILCS 5/15-601 (b)
 - General speed restrictions
- National rules & regulations
 - www.fmsca.dot.gov/

Other Emergency Vehicle Driving Laws

- NFPA 1451 & 1002
- Local municipal ordinances
- Organizational SOP's/SOG's

Unit 7 Objectives

- Vehicle Dynamics
 - Identify the physical forces which act upon vehicles and their impact upon vehicle handling.
 - Identify safe driving skills when operating emergency vehicles.
 - Identify certain vehicle characteristics that can influence the impact of physical forces on emergency vehicles including brake distances and brake fade.

Physical Forces

- Friction is resistance to motion between two moving objects that touch
 - Tire/Road
 - Brake
 - Steering
 - Total weight distribution fully loaded with equipment & personnel vs. empty
- Velocity is speed
 - Acceleration (velocity increase)
 - Deceleration (velocity decrease)
 - Braking (velocity decrease)
- Directional control is a derivative of :
 - Steering
 - Turning
 - Tracking
- Momentum (p)
 - Is measured as the product of the object's mass or weight (m) times its velocity (v).

$$p = (m)(v)$$

- Inertia
 - The force it takes for a moving object to stay in motion in the same direction.
- Centrifugal force
 - The force, caused by inertia, which tends to make a rotating body move away from the center of rotation.

Safe Driving Skills

- Jurisdictional authority shall have written policies regarding speed and limitations during weather and various road & traffic conditions conditions
- Restrictions cannot be less than state motor vehicle laws
- Complete stop required at:
 - Controlled intersections
 - Blind intersections
 - Intersections where all lanes are not visible to driver
 - A stopped school bus with flashers operational
- Responding emergency vehicles shall stop at all unguarded railroad crossings to ensure that a safe crossing can be made
 - The driver shall obey all railroad crossing signals even when responding to emergencies
 - Fire apparatus shall not be driven around railroad crossing gates
- The driver/operator shall maintain a distance in front of the vehicle that is at least equal to the minimum travel distance necessary to stop the vehicle without contacting another object
- Fire department vehicles and apparatus following each other in queue shall maintain an adequate distance to avoid rear-end collisions
- Overtaking and passing other vehicles during emergency response shall be accomplished with extreme caution
- While en-route to move-ups or to fill an empty station, apparatus shall be operated in a non-emergency mode, and the driver/operator shall obey all traffic laws
- The fire department shall identify the types of responses that will be made in a non-emergency mode.

Vehicle Characteristics

Total weight and weight distribution

- Gross Axle Weight Rating (GAWR)
- Gross Vehicle Weight Rating (GVWR) or (GCWR)
- Weight Distribution – horizontal and vertical centers of gravity
- Axles
- Springs
- Wheels and Tires
- Braking Systems
 - Engine brake
 - Automatic Transmission Anti-lock Braking Systems (ABS)
 - Secondary or auxiliary
 - Retarder
 - Driveline retarder

National Transportation Safety Board (NTSB) Report

- Engine Retarders
- Limiting Valves
- Baffling Systems
- Engine retarders
 - “Some of the newer fire apparatus are equipped with engine retarders and these vehicles have operating characteristics that are similar to those of heavy commercial trucks. The use of engine retarders on wet pavement can lead to loss of control. “
 - *Edited expert from National Transportation Safety Board Special Investigate Report (NFSB/SIR – 91/01) 3/19/91*
- Limiting valves
 - “Some older vehicles made before 1975 have a front brake limiting valve which essentially reduces normal air pressure to the front brakes by about one half when activated (slippery). Marked ‘normal’ and ‘slippery’ the valves were used to reduce the change of front wheels skidding on slippery surfaces. Extensive testing has shown that the front wheel skids are not likely even on ice. The use of a limiting valve degrades braking performances and the NTSB recommends that their use on fire apparatus should be discontinued.”
 - *Edited expert from National Transportation Safety Board Special Investigate Report (NFSB/SIR – 91/01) 3/19/91*
- Baffling systems
 - “The physical forces of momentum and inertia cause all vehicle weight to shift whenever the driver accelerates, brakes, or turns the vehicle. If the vehicle is carrying water, especially large amounts, the shift of weight becomes a dynamic movement. The fluidity of the water with subsequent shifting can result in the loss of vehicle control. In order to avoid undue weigh transfers, NFPA has included specific requirements in their standards of that water tanks are baffled to limit the amount of dynamic weight transfer. While most vehicles comply with the standard, care must be exercised when using older vehicles that have been converted from other uses (gas, oil, or milk tankers). Emergency vehicles with large water tanks are most susceptible to accidents as a result of the driver losing control. This is especially true in vehicles which may not have the appropriate baffling in the converted water tanks.”
 - *Edited expert from National Transportation Safety Board Special Investigate Report (NFSB/SIR – 91/01) 3/19/91*

Unit 8 Objectives

- Vehicle Inspections and Maintenance
 - Identify the value and importance of regular inspections and documentation of the inspections on

emergency vehicles.

- Identify the major component systems of an emergency vehicle.
- Identify the components of an inspection maintenance program.
- Identify how to perform pre-and post-trip inspections.
- Identify the various classes of preventative maintenance and the importance of a preventative maintenance program for emergency vehicles.
- Identify the role of the driver in inspections and maintenance.
- Identify the importance of keeping accurate and complete records.

Value & Importance of Regular Inspections & Documentation

- Safe operations
 - 1 in 12 (8%) crashes due to vehicle malfunction or lack of maintenance.
- Achievement of vehicle life expectancy
- Inspection & proper written documentation according to the authority having jurisdiction's SOP/SOG's

Emergency Vehicle Components

- Chassis
 - Frame
 - Suspension system
 - Steering & braking system
 - Power train
- Body
- Primary function components
 - Pump
 - Aerial
 - Ambulance patient compartment
- Auxiliary systems
 - Electrical systems
 - Hydraulic or pneumatic tool systems
 - Communication systems
 - Emergency lighting & siren systems
 - Breathing air or oxygen systems
 - Bio-waste disposal systems
 - Auxiliary pump systems
 - Special extinguishing agent systems

Components of an Inspection Maintenance Program

- Pre-trip inspections
 - Daily or weekly schedule recommended
- Post-trip inspections
 - Clean vehicle
 - Replace supplies
 - Re-fuel vehicle
 - Check fluids
 - Report problems or malfunctions

Performing Pre- and Post-trip Inspections

- Vehicle overview
- Check engine compartment
- Start engine & check inside cab
- Check vehicle & emergency lighting & siren
- Conduct walk around inspection
- Check controls & indicators of special function components
- Check brake system

Various Classes of Preventative Maintenance

- Routine Maintenance
 - Primary level
 - Responsibility of driver
 - Fluid level checks
 - Wheels & tires
 - Electrical systems & devices

Various Classes of Preventative Maintenance

- Scheduled maintenance
 - Manufacturer's schedule
 - Use schedule
 - Organizational policy
 - Professional standards
- Crisis maintenance
 - Class "A" – Immediate
 - All items which require that the vehicle must be removed from service immediately
 - Safety
 - Incapacitating
 - Expanding
- Crisis maintenance
 - Class "B"
 - As soon as possible
 - Items which are important and require prompt attention; however, they do not require that the vehicle be immediately removed from service.
- Crisis maintenance
 - Class "C"
 - Which next preventative maintenance
 - Items which should be corrected, but can be addressed at the next regularly scheduled preventative maintenance

Importance of Preventative Maintenance (PM)

- Safety
- Cost benefit
- Operational Effectiveness
- Legal liability
- Basis for purchase decisions

Your Role as Emergency Vehicle Driver

- Responsible for conducting routine vehicle inspections
 - Check list
 - Organizational authority
 - Training and equipment
- Items for consideration
 - Battery or batteries
 - Correct fluid levels
 - Connections tight/clean
 - Battery box compartment clean & secure
 - Braking system
 - Pressure prior to starting engine (air)
 - Build-up time, if appropriate (air)
 - ABS verification (dash light)
 - Braking operation (during run as well as at inspection time)
 - Brake pedal (hydraulic)
 - Moisture in system/drain air tanks
 - Coolant system
 - Correct level
 - Hose and/or connections wears/leaks
 - Electrical system
 - All lights & audio devices operating
 - Voltmeter reading
 - Fuel
 - Correct level
 - Check any power equipment levels, if applicable
 - Hydraulic fluids
 - Number & location of check points for systems on vehicles
 - Leaks (check floor under vehicle and areas around hose & connections)
 - Correct levels
 - Cleanliness
 - Lubrication
 - Leaks (check floor under vehicle)
 - Grease thrown (engine compartment, undercarriage, wheels, & tires)
 - Oil (Engine)
 - Leaks (check floor under vehicle)
 - Correct level
 - Cleanliness
 - Tires
 - Condition (sidewalls, rims, tread, road hazards)
 - Correct inflation pressure
 - Steering systems
 - Ease of operation (power ok, no extra play)
 - Correct level of fluid
 - Belts
 - Tightness
 - Appearance and feel (wear)
 - Tools, appliance, and equipment

- Inventory on vehicle
- Critical equipment checked for operational integrity
- Power equipment starts easily and runs properly
- Documents needed for maintenance
- Verifies maintenance completed

Record Keeping

- Maintenance Records
 - Inspections
 - Repairs
 - Malfunctions
- Training Records
- Operational Records

Unit 9 Objectives

- Emergency Vehicle Operations/Safety
 - Identify that motivation is both physically and mentally based.
 - Identify the number of important actions which must be completed to initiating driving.
 - Identify the emergency response driving is a complex process.

Motivation

- Factors
 - Internal forces
 - Created by individual
 - External forces
 - Created by others
- Physical
 - Everyone has a physical probability or susceptibility to experiencing a vehicle accident
- Mental (the rut)
 - Routine
 - Comfort
 - Confidence
- Goals of vehicle operators
 - Safe operations
 - Prepare for unexpected
 - Avoid legal consequence

Preparing to Drive

Route Planning

- Safety
- Minimize response time
- Minimizing potential accidents
- Allow operator to focus on driving tasks
- Avoid hazards

Driver readiness

- Fatigue
- Health
- Personal problems

Effective Start-Up Procedures

- “Circle of Safety” Inspection
 - The driver should always circle the emergency vehicle prior to starting and moving it for any reason. The driver has sufficient time to undertake this activity while other crew members are donning their gear or obtaining additional accident information.
- Adjustment of cab features
 - Seat
 - Mirrors
 - Other controls
- Wearing of occupant restraints
 - Driver
 - All other occupants
- Receive signal before moving
 - From officer
 - From other member
- Understanding “right of way” cannot be assumed

Emergency Driving is a Complex Process

- Defensive driving principles
 - Predicting the unpredictable
 - Expect the unexpected
 - Handling any unexpected problems
- Defensive driving methods
 - Identify
 - Scan ahead
 - See & detect occurrences
 - Predict
 - Possible future options
 - Decide
 - Appropriate course of action
 - Execute
 - Using approval techniques, execute necessary maneuvers within the time frame allowed
- Five visual habits
 - Aim high in steering
 - Get the big picture
 - Keep eyes moving, scan
 - Make sure the other drivers see the emergency vehicle
 - Emergency lights
 - Siren
 - Other devices
 - Air horn
 - PA systems
 - Identify an escape route
- Space management

- Following distance
 - Rate of closure
 - Blind spots
 - Traffic closure
- Speed management
 - Emergency vehicles must not be driven in excess of posted speed limits
 - Emergency vehicles must not exceed cautionary speeds
- Basic maneuvers
 - Steering
 - Use both hands
 - Keeps arms inside vehicle
 - Maintain hands in “3” and “9” position
 - Braking & stopping
 - Hydraulic – pump brake pedal
 - Air – firmly and steadily press brake pedal, release if wheels lock
 - ABS – apply firmly & hold down for duration
 - Backing
 - Park intelligently
 - Give audible notice
 - Use a spotter
 - Understand signals
 - Use side mirrors
 - Check front corners
 - Maintain speed control
 - Lane changing
 - Plan ahead
 - Signal intention
 - Practice speed management
 - Make the change of lanes smoothly
 - Turning
 - Always signal before turning
 - Whenever possible, turn from one proper lane into another proper lane
 - Passing
 - Check traffic both ahead & behind
 - Check sides & double check blind spots
 - Signal before initiating pass
 - Accelerate while changing lanes
 - Signal before returning to the drive lane
 - Check mirror before returning to the driver lane
 - Cancel directional signal and resume cruising speed
 - Negotiating intersections
 - Scan for possible hazards
 - Slow down
 - Change siren cadence
 - Check options and avoid apposing lanes
- Adverse conditions
 - Traction implications
 - Rain
 - Snow & ice
 - Leaves
 - Handling implications

- Vision implications
 - Night driving
 - Precipitation
 - Vehicle features
- Crash avoidance
 - Identify escape routes
 - Brake smooth & firm
 - Smooth acceleration
 - Steer to avoid head-on impact
- Vehicle placement at emergency scene
 - Placement on street & highways
 - Positioning so as to minimize the blinding effect of warning lights
 - Identify potential hazards at scene
 - Identify safe distances from certain scenes
 - Consideration for ease of leaving the scene

Unit 10 Objectives

Administrative

- Identify the procedures for reporting unsafe conditions.
- Identify the procedures for crash investigations.

Procedure for Reporting Unsafe Conditions

- Written SOP/SOG's should be in place
 - Shall include locally developed systematic apparatus maintenance program
 - Shall identify who perform maintenance functions
 - Shall include how problems are corrected and reported when detected
 - Shall include how the process is documented
 - Date & time problem or risk was discovered
 - Includes brief description
 - All actions taken
 - Identify personnel that discrepancy was reported to
 - Date & time corrective action was taken

Procedures for Crash Investigations

- Management of the authority having jurisdiction (AHJ) shall be responsible for developing & implementing a crash investigation procedure
 - All crashes, injuries, fatalities along with all violations of rules, regulations, laws and orders involving fire service vehicles shall be investigated, the root causes shall be determined & full documentation shall be provided
 - The AHJ shall take whatever corrective action is necessary to avoid repetitive occurrences of all accidents and/or violations regardless of injury or fatality results
 - The drivers training program shall include a review and critique of crash scenarios, both local & national, to serve as an objective learning experience
- Management of AHJ shall establish a data collection system & shall maintain permanent records of all on-duty crashes & injuries involving fire service vehicles














- A safety officer shall be appointed to manage the collection & analysis of the data collection system
- A safety committee should be appointed to investigate all accidents, injuries, & fatalities
- Data collection system shall maintain individual employee records of all on duty crashes and injuries involving motor vehicles, service vehicles, and fire apparatus
- Records shall include but shall not be limited to:
 - On-duty motor vehicle crash history
 - Preventable versus non-preventable crashes
 - Remedial training recommended/received as a result of previous crashes
 - Safety/crash review committee recommendations
 - All investigative/review committee reports of crashes
 - Transcripts of state drivers license records
- Reports shall be issued to the fire chief on a recurring basis to summarize the status, disposition, and subsequent corrective actions relative to on-duty crashes involving fire department/district owned or leased vehicles, fire apparatus or heavy equipment, and person vehicles that are used to transport members.
- Permanent records shall be maintained on all crash & injury prevention recommendations and corrective actions taken to correct unsafe acts, conditions, or practices involving department/district vehicles or apparatus.


Chapter 11 Objectives

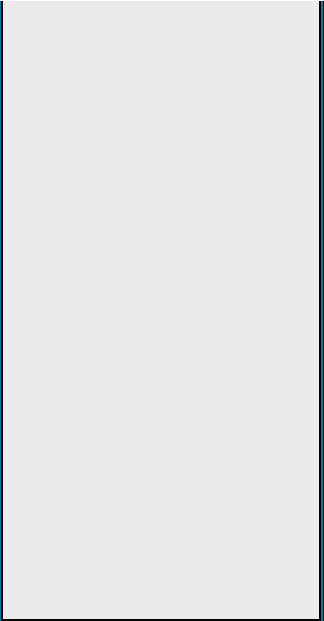
- Identify the elements of training program safety.

Training Program Safety

- Establish a course safety officer
 - Vehicle malfunctions shall be reported to safety officer
- Restrict course to authorized personnel
 - All personnel on the course shall be clearly visible
 - Any involved personnel may designate the vehicle unsafe
- Instructor shall accompany emergency vehicle operator in cab of vehicle
 - All personnel in vehicle shall wear occupant restraints
 - No food, drink, or smoking permitted in vehicle
- Only one vehicle may utilize the course at any time
 - 15 MPH maximum course speed
 - Vehicles shall operate with headlights on
 - No vehicle may proceed on course until approved by safety officer
- Prior to attempting the competency course, the emergency vehicle operator trainee shall successfully complete the classroom instruction, and possess a valid driver's license
- The trainee shall follow all traffic laws while attempting the public way course

<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Features	Division of Personnel Standards & Education
Arson Investigation	<div>Other Forms Needed To Apply For Tests</div> <div><div> Certification Code List [PDF, 13Kb]</div><div> Exams Available [PDF, 20Kb]</div><div> Application for Certification and Validation and Attestation Sheet [PDF, 118Kb]</div><div> Change of Address Form [PDF, 4Kb]</div><div> Course Approval Submission Form</div><div> Course Completion Roster</div><div> Exam Sites and Dates for Years 2010 and 2011 [PDF, 96Kb]</div><div> Form To Maintain Training Records</div><div> Request for Provisional Facility Approval [PDF, 8Kb]</div><div> Request for Approval - Unlimited Training Facility/Training Center [PDF, 17Kb]</div><div> Request for Examination [PDF, 19Kb]</div><div> Instructor Reference Manual and PowerPoint Presentation Request [PDF, 26Kb]</div></div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management		Ordinance
Personnel Standards & Education		Arson/Fire Investigator Recertification
Petroleum and Chemical Safety		Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information		Basic Forms
Home		Prerequisites Needed For All Certification Levels (pdf)
Contact Us		Firefighter II
2010 Events Calendar		Firefighter III
2009 Annual Report		Airport Firefighter
News		Fire Apparatus Engineer
Agency General Information		Fire Service Vehicle Operator
UST Database and Contractor List		Fire Investigator
Fire Department List by County (pdf)		Fire Officer I
Fire Links		Fire Officer II
FOIA Requests		Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features	<div>The following forms are created in ADOBE (PDF) FORMAT.</div> <div></div>	
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois





Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Aroma Park FD Station # 1	307 South Bridge Aroma Park, IL 60910	February 2, 2008	09:00 AM	Louis E. Conneen
		April 12, 2008	09:00 AM	Steven L. Baker
		June 21, 2008	09:00 AM	Jay R. Franey
		September 13, 2008	09:00 AM	Louis E. Conneen
		November 15, 2008	09:00 AM	Louis E. Conneen
		February 7, 2009	09:00 AM	Louis E. Conneen
		April 25, 2009	09:00 AM	Louis E. Conneen
		June 13, 2009	09:00 AM	Harold W. Kummelehne
		September 12, 2009	09:00 AM	Louis E. Conneen
		November 14, 2009	09:00 AM	Harold W. Kummelehne

Batavia Public Library	10 South Batavia Avenue Batavia, IL 60510 County: Kane	February 7, 2008	07:00 PM	Steven M. Sullivan
		May 1, 2008	07:00 PM	Steven M. Sullivan
		July 3, 2008	07:00 PM	Steven M. Sullivan
		September 4, 2008	07:00 PM	Steven M. Sullivan
		November 6, 2008	07:00 PM	Steven M. Sullivan
		February 5, 2009	07:00 PM	Steven M. Sullivan
		May 7, 2009	07:00 PM	Steven M. Sullivan
		July 2, 2009	07:00 PM	Steven M. Sullivan
		September 3, 2009	07:00 PM	Steven M. Sullivan
		November 5, 2009	07:00 PM	Steven M. Sullivan

Byron	123 North Franklin Street Byron, IL 61010	March 13, 2008	07:00 PM	Frank J. Schmitt
		May 8, 2008	07:00 PM	Frank J. Schmitt
		September 11, 2008	07:00 PM	Frank J. Schmitt
		March 11, 2009	07:00 PM	Frank J. Schmitt
		May 13, 2009	07:00 PM	Frank J. Schmitt
		September 9, 2009	07:00 PM	Frank J. Schmitt



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Carbondale City Hall/Civic Center	200 South Illinois Avenue Carbondale, IL 62902 County: Jackson	April 7, 2008	07:00 PM	William A. Clossen, Jr.
		July 14, 2008	07:00 PM	Clay L. Baitman
		December 1, 2008	07:00 PM	Clay L. Baitman

Champaign FD	307 Randolph Champaign, IL 61820	February 9, 2008	09:00 AM	David O. Lawrence
		April 12, 2008	09:00 AM	David O. Lawrence
		June 14, 2008	09:00 AM	David O. Lawrence
		September 13, 2008	09:00 AM	David O. Lawrence
		December 6, 2008	09:00 AM	David O. Lawrence
		February 7, 2009	09:00 AM	Gerald M. Trinkle
		April 11, 2009	09:00 AM	Gerald M. Trinkle
		June 13, 2009	09:00 AM	Gerald M. Trinkle
		September 12, 2009	09:00 AM	David O. Lawrence
		December 5, 2009	09:00 AM	David O. Lawrence

Cherry Valley Station # 3	4919 Blackhawk Road Rockford, IL 61109	February 7, 2008	07:00 PM	Frank J. Schmitt
		April 3, 2008	07:00 PM	Frank J. Schmitt
		June 5, 2008	07:00 PM	Frank J. Schmitt
		October 2, 2008	07:00 PM	Frank J. Schmitt
		December 4, 2008	07:00 PM	Frank J. Schmitt
		February 5, 2009	07:00 PM	Frank J. Schmitt
		April 2, 2009	07:00 PM	Frank J. Schmitt
		June 4, 2009	07:00 PM	Frank J. Schmitt
		October 1, 2009	07:00 PM	Frank J. Schmitt
		December 3, 2009	07:00 PM	Frank J. Schmitt



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Chicago Fire Academy	558 West Dekoven Chicago, IL 60607 County: Cook	April 1, 2008	09:00 AM	Steven M. Sullivan
		April 2, 2008	09:00 AM	Harold W. Kummelehne
		June 3, 2008	09:00 AM	Steven M. Sullivan
		June 4, 2008	09:00 AM	Harold W. Kummelehne
		November 4, 2008	09:00 AM	Steven M. Sullivan
		November 5, 2008	09:00 AM	Steven M. Sullivan
		April 7, 2009	09:00 AM	Steven M. Sullivan
		April 8, 2009	09:00 AM	Steven M. Sullivan
		June 2, 2009	09:00 AM	Steven M. Sullivan
		June 3, 2009	09:00 AM	Steven M. Sullivan
		November 3, 2009	09:00 AM	Steven M. Sullivan
		November 4, 2009	09:00 AM	Steven M. Sullivan
		April 6, 2010	09:00 AM	Steven M. Sullivan
		April 7, 2010	09:00 AM	Steven M. Sullivan
		June 1, 2010	09:00 AM	Steven M. Sullivan
		June 2, 2010	09:00 AM	Steven M. Sullivan
		November 2, 2010	09:00 AM	Steven M. Sullivan
		November 3, 2010	09:00 AM	Steven M. Sullivan
Cicero	5303 West 25th Street Cicero, IL 60804 County: Cook	February 22, 2008	09:00 AM	Louis E. Conneen
		March 21, 2008	09:00 AM	Harold W. Kummelehne
		April 18, 2008	09:00 AM	Steven M. Sullivan
		June 6, 2008	09:00 AM	Steven M. Sullivan
		July 11, 2008	09:00 AM	Louis E. Conneen
		September 12, 2008	09:00 AM	Steven M. Sullivan
		October 24, 2008	09:00 AM	Steven M. Sullivan
		November 21, 2008	09:00 AM	Louis E. Conneen
		December 19, 2008	09:00 AM	Harold W. Kummelehne
Coal City FD	35 South DeWitt Place Coal City, IL 60416 County: Grundy	May 2, 2009	04:00 PM	John Kelly Cavanaugh



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Coal City High School	655 West Division Street Coal City, IL 60416	May 29, 2008	07:00 PM	John Kelly Cavanaugh
		May 28, 2009	07:00 PM	John Kelly Cavanaugh

Danville Fire Department Danville	1111 North Griffin Danville, IL 61832 County: Vermilion	May 17, 2008	09:00 AM	David O. Lawrence
		December 13, 2008	09:00 AM	David O. Lawrence
		December 12, 2009	09:00 AM	David O. Lawrence
		May 20, 2009	07:00 PM	David O. Lawrence



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Darien-Woodridge	7550 Lyman Avenue Darien, IL 60561	March 28, 2008	09:00 AM	Steven M. Sullivan
		May 23, 2008	09:00 AM	Steven M. Sullivan
		June 20, 2008	09:00 AM	Louis E. Conneen
		September 19, 2008	09:00 AM	Steven M. Sullivan
		October 17, 2008	09:00 AM	Steven M. Sullivan
		April 25, 2008	01:00 PM	William A. Clossen, Jr.
		October 31, 2008	01:00 PM	Steven M. Sullivan
		March 20, 2008	04:00 PM	Steven M. Sullivan
		September 25, 2008	04:00 PM	Steven M. Sullivan
		February 19, 2008	07:00 PM	Steven M. Sullivan
		March 18, 2008	07:00 PM	Steven M. Sullivan
		April 15, 2008	07:00 PM	Steven M. Sullivan
		May 20, 2008	07:00 PM	Louis E. Conneen
		June 17, 2008	07:00 PM	Steven M. Sullivan
		July 15, 2008	07:00 PM	Steven M. Sullivan
		September 16, 2008	07:00 PM	Steven M. Sullivan
		October 28, 2008	07:00 PM	Steven M. Sullivan
		November 18, 2008	07:00 PM	Steven M. Sullivan
		December 16, 2008	07:00 PM	Steven M. Sullivan
		February 17, 2009	07:00 PM	Steven M. Sullivan
		March 17, 2009	07:00 PM	Steven M. Sullivan
		April 21, 2009	07:00 PM	Steven M. Sullivan
		May 19, 2009	07:00 PM	Steven M. Sullivan
		June 16, 2009	07:00 PM	Steven M. Sullivan
		September 15, 2009	07:00 PM	Steven M. Sullivan
		October 20, 2009	07:00 PM	Steven M. Sullivan
		November 17, 2009	07:00 PM	Steven M. Sullivan
		December 15, 2009	07:00 PM	Steven M. Sullivan
Decatur Regional Training Center	2707 West William Street Decatur, IL 62521	September 17, 2008	06:30 PM	David O. Lawrence
		December 17, 2008	06:30 PM	David O. Lawrence
		February 18, 2009	06:30 PM	David O. Lawrence
		September 17, 2009	06:30 PM	Gerald M. Trinkle
		December 16, 2009	06:30 PM	Gerald M. Trinkle



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Dekalb	700 Pine Street De Kalb, IL 60115 County: De Kalb	February 19, 2008	07:00 PM	Frank J. Schmitt
		April 15, 2008	07:00 PM	Frank J. Schmitt
		May 20, 2008	07:00 PM	Frank J. Schmitt
		July 15, 2008	07:00 PM	Steven L. Baker
		October 21, 2008	07:00 PM	Frank J. Schmitt
		February 17, 2009	07:00 PM	Frank J. Schmitt
		April 21, 2009	07:00 PM	Frank J. Schmitt
		May 19, 2009	07:00 PM	Frank J. Schmitt
		July 21, 2009	07:00 PM	Frank J. Schmitt
		October 20, 2009	07:00 PM	Frank J. Schmitt

Effingham FD Station #1	505 West Fayette Avenue Effingham, IL 62401	April 14, 2008	07:00 PM	Gerald M. Trinkle
		July 14, 2008	07:00 PM	Gerald M. Trinkle
		October 13, 2008	07:00 PM	Gerald M. Trinkle
		December 15, 2008	07:00 PM	Gerald M. Trinkle
		February 16, 2009	07:00 PM	Gerald M. Trinkle
		April 13, 2009	07:00 PM	Gerald M. Trinkle
		July 13, 2009	07:00 PM	Gerald M. Trinkle
		October 12, 2009	07:00 PM	Gerald M. Trinkle
		December 14, 2009	07:00 PM	Gerald M. Trinkle

Elgin CC ATC Auditorium	1700 Spartan Drive Elgin, IL 60120	February 5, 2008	07:00 PM	Steven M. Sullivan
		March 10, 2008	07:00 PM	Steven M. Sullivan
		April 7, 2008	07:00 PM	Steven M. Sullivan
		May 12, 2008	07:00 PM	Steven M. Sullivan
		June 9, 2008	07:00 PM	Steven M. Sullivan
		September 8, 2008	07:00 PM	Steven M. Sullivan
		October 27, 2008	07:00 PM	Steven M. Sullivan
		November 24, 2008	07:00 PM	Steven M. Sullivan
		December 15, 2008	07:00 PM	Steven M. Sullivan



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Elk Grove Village	901 Brantwood Avenue Elk Grove Village, IL 60007	February 13, 2008	07:00 PM	Steven M. Sullivan
		March 12, 2008	07:00 PM	Steven M. Sullivan
		April 9, 2008	07:00 PM	Steven M. Sullivan
		May 14, 2008	07:00 PM	Steven M. Sullivan
		September 10, 2008	07:00 PM	Steven M. Sullivan
		October 8, 2008	07:00 PM	Steven M. Sullivan
		November 12, 2008	07:00 PM	Steven M. Sullivan
		December 10, 2008	07:00 PM	Steven M. Sullivan
		February 11, 2009	07:00 PM	Steven M. Sullivan
		March 11, 2009	07:00 PM	Steven M. Sullivan

Elk Grove Village Municipal Building Lower Level	901 Wellington Avenue Elk Grove Village, IL 60007	June 10, 2009	07:00 PM	Steven M. Sullivan
		July 8, 2009	07:00 PM	Steven M. Sullivan
		September 9, 2009	07:00 PM	Steven M. Sullivan
		October 14, 2009	07:00 PM	Steven M. Sullivan
		November 11, 2009	07:00 PM	Steven M. Sullivan
		December 9, 2009	07:00 PM	Steven M. Sullivan

Fire Service Institute	11 Gerty Drive Champaign, IL 61820	April 4, 2008	09:00 AM	Gerald M. Trinkle
		October 17, 2008	09:00 AM	David O. Lawrence
		April 25, 2008	01:00 PM	Gerald M. Trinkle
		May 2, 2008	01:00 PM	David O. Lawrence
		September 26, 2008	01:00 PM	David O. Lawrence
		November 7, 2008	01:00 PM	David O. Lawrence
		November 21, 2008	01:00 PM	Gerald M. Trinkle
		April 3, 2008	07:00 PM	David O. Lawrence
		October 16, 2008	07:00 PM	Gerald M. Trinkle



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Frankfort FPD Station #3	24400 South Route 45 Frankfort, IL 60423 County: Will	April 12, 2008	09:00 AM	Harold W. Kummelehne
		June 14, 2008	09:00 AM	John Kelly Cavanaugh
		September 11, 2008	09:00 AM	Harold W. Kummelehne
		November 8, 2008	09:00 AM	Louis E. Conneen
		February 8, 2008	07:00 PM	Harold W. Kummelehne
		April 11, 2008	07:00 PM	Harold W. Kummelehne
		June 13, 2008	07:00 PM	Harold W. Kummelehne
		September 10, 2008	07:00 PM	Harold W. Kummelehne
		November 7, 2008	07:00 PM	Harold W. Kummelehne
		February 7, 2009	09:00 AM	John Kelly Cavanaugh
		April 4, 2009	09:00 AM	John Kelly Cavanaugh
		June 13, 2009	09:00 AM	John Kelly Cavanaugh
		September 12, 2009	09:00 AM	John Kelly Cavanaugh
		November 7, 2009	09:00 AM	Louis E. Conneen
		February 6, 2009	07:00 PM	Louis E. Conneen
		April 3, 2009	07:00 PM	Harold W. Kummelehne
		June 12, 2009	07:00 PM	Louis E. Conneen
		September 11, 2009	07:00 PM	Harold W. Kummelehne
		November 6, 2009	07:00 PM	Louis E. Conneen
Freeport-Memorial Hospital Globe	1045 West Stephenson Street Freeport, IL 61032	February 20, 2008	07:00 PM	Frank J. Schmitt
		April 23, 2008	07:00 PM	Steven L. Baker
		June 25, 2008	07:00 PM	Frank J. Schmitt
		September 17, 2008	07:00 PM	Frank J. Schmitt
		November 19, 2008	07:00 PM	Frank J. Schmitt
Galesburg FD Training Site	2233 Veterans Drive Galesburg, IL 61401 County: Knox	April 10, 2008	06:30 PM	Steven L. Baker
		June 12, 2008	06:30 PM	Jay R. Franey
		November 13, 2008	06:30 PM	Jay R. Franey



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Gardner Fire Department	206 Depot Street Gardner, IL 60424	October 11, 2008	09:00 AM	Steven L. Baker
		May 9, 2009	09:00 AM	John Kelly Cavanaugh
		October 10, 2009	09:00 AM	John Kelly Cavanaugh
Harvard	502 South Eastman Harvard, IL 60033	July 15, 2008	07:00 PM	Frank J. Schmitt
		September 23, 2008	07:00 PM	Frank J. Schmitt
Havana FD	226 West Market Street Havana, IL 62644	February 5, 2008	07:00 PM	Steven L. Baker
		May 5, 2008	07:00 PM	Steven L. Baker
		October 6, 2008	07:00 PM	Steven L. Baker
		February 2, 2009	07:00 PM	Steven L. Baker
		May 4, 2009	07:00 PM	Steven L. Baker
		October 5, 2009	07:00 PM	Steven L. Baker
Illinois Central College Room 212C	East Peoria Campus East Peoria, IL 61611 County: Tazewell	March 6, 2008	06:30 PM	John Kelly Cavanaugh
		May 8, 2008	06:30 PM	Steven L. Baker
		October 9, 2008	06:30 PM	Jay R. Franey
		December 4, 2008	06:30 PM	Steven L. Baker
		March 5, 2009	06:30 PM	Steven L. Baker
		May 7, 2009	06:30 PM	Steven L. Baker
		October 8, 2009	06:30 PM	Jay R. Franey
		December 10, 2009	06:30 PM	Steven L. Baker



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Illinois Valley Community College C-316	815 North Orlando Smith Avenue Oglesby, IL 61348 County: LaSalle	February 7, 2008	06:30 PM	John Kelly Cavanaugh
		May 8, 2008	06:30 PM	John Kelly Cavanaugh
		September 11, 2008	06:30 PM	John Kelly Cavanaugh
		February 5, 2009	06:30 PM	John Kelly Cavanaugh
		May 6, 2009	06:30 PM	John Kelly Cavanaugh
		September 2, 2009	06:30 PM	John Kelly Cavanaugh
Joliet Jr. College-Main Campus D2001	1216 Houbolt Main Campus Joliet, IL 60432	March 8, 2008	09:00 AM	Harold W. Kummelehne
		May 10, 2008	09:00 AM	Harold W. Kummelehne
		October 11, 2008	09:00 AM	Harold W. Kummelehne
		December 6, 2008	09:00 AM	Louis E. Conneen
		March 7, 2009	09:00 AM	Louis E. Conneen
		May 9, 2009	09:00 AM	Harold W. Kummelehne
Lewis and Clark Science Bldg RM 113	5800 Godfrey Road Godfrey, IL 62035 County: Madison	June 14, 2008	09:00 AM	Clay L. Baitman
		February 14, 2009	09:00 AM	Clay L. Baitman
		June 13, 2009	09:00 AM	Clay L. Baitman
Lisle	1005 School Street Lisle, IL 60532	April 16, 2008	07:00 PM	Steven M. Sullivan
		June 18, 2008	07:00 PM	Steven M. Sullivan
		November 19, 2008	07:00 PM	Louis E. Conneen
		April 15, 2009	07:00 PM	Steven M. Sullivan
		June 17, 2009	07:00 PM	Steven M. Sullivan
		November 18, 2009	07:00 PM	Louis E. Conneen
		April 21, 2010	07:00 PM	Steven M. Sullivan
		June 16, 2010	07:00 PM	Steven M. Sullivan
		November 17, 2010	07:00 PM	Steven M. Sullivan



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Macomb FD	219 West Jackson Macomb, IL 61455	June 17, 2008	07:00 PM	Jay R. Franey
		October 29, 2008	07:00 PM	Jay R. Franey
		February 16, 2009	07:00 PM	Steven L. Baker
		March 19, 2009	07:00 PM	Steven L. Baker
		June 17, 2009	07:00 PM	Jay R. Franey
		October 29, 2009	07:00 PM	Jay R. Franey
McHenry CC Lecture Hall A240	8900 US Highway 14 Crystal Lake, IL 60012	February 28, 2008	07:00 PM	Frank J. Schmitt
		March 27, 2008	07:00 PM	Frank J. Schmitt
		April 24, 2008	07:00 PM	Frank J. Schmitt
		May 22, 2008	07:00 PM	Frank J. Schmitt
		June 26, 2008	07:00 PM	Frank J. Schmitt
		July 24, 2008	07:00 PM	Frank J. Schmitt
		September 25, 2008	07:00 PM	Frank J. Schmitt
		October 23, 2008	07:00 PM	Frank J. Schmitt
		November 20, 2008	07:00 PM	Frank J. Schmitt
		December 18, 2008	07:00 PM	Frank J. Schmitt
		February 26, 2009	07:00 PM	Frank J. Schmitt
		March 26, 2009	07:00 PM	Frank J. Schmitt
		April 23, 2009	07:00 PM	Frank J. Schmitt
		May 28, 2009	07:00 PM	Frank J. Schmitt
		June 25, 2009	07:00 PM	Frank J. Schmitt
		July 23, 2009	07:00 PM	Frank J. Schmitt
		September 24, 2009	07:00 PM	Frank J. Schmitt
		October 22, 2009	07:00 PM	Frank J. Schmitt
		November 19, 2009	07:00 PM	Frank J. Schmitt
		December 17, 2009	07:00 PM	Frank J. Schmitt



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Moline	IBEW L.U. 145 Union Hall 1700-52nd Avenue Moline, IL 61265 County: Rock Island	February 4, 2008	06:30 PM	Steven L. Baker
		April 14, 2008	06:30 PM	Steven L. Baker
		May 19, 2008	06:30 PM	Steven L. Baker
		June 16, 2008	06:30 PM	Jay R. Franey
		July 21, 2008	06:30 PM	Jay R. Franey
		September 8, 2008	06:30 PM	Jay R. Franey
		October 13, 2008	06:30 PM	Jay R. Franey
		November 10, 2008	06:30 PM	Jay R. Franey
		December 15, 2008	06:30 PM	Steven L. Baker
		February 2, 2009	06:30 PM	Frank J. Schmitt
		March 9, 2009	06:30 PM	Steven L. Baker
		April 13, 2009	06:30 PM	Steven L. Baker
		May 11, 2009	06:30 PM	Steven L. Baker
		June 15, 2009	06:30 PM	Jay R. Franey
		July 20, 2009	06:30 PM	Jay R. Franey
		September 14, 2009	06:30 PM	Jay R. Franey
		October 12, 2009	06:30 PM	Jay R. Franey
		November 9, 2009	06:30 PM	Jay R. Franey
		December 14, 2009	06:30 PM	Steven L. Baker
Moraine Valley B 119	9000 West College Parkway Palos Hills, IL 60465	February 2, 2008	09:00 AM	Harold W. Kummelehne
		March 1, 2008	09:00 AM	John Kelly Cavanaugh
		April 5, 2008	09:00 AM	Steven M. Sullivan
		October 4, 2008	09:00 AM	Harold W. Kummelehne
		November 1, 2008	09:00 AM	Steven M. Sullivan
		December 6, 2008	09:00 AM	Harold W. Kummelehne
		February 7, 2009	09:00 AM	Harold W. Kummelehne
		March 7, 2009	09:00 AM	Harold W. Kummelehne
		April 4, 2009	09:00 AM	Louis E. Conneen
		October 3, 2009	09:00 AM	Harold W. Kummelehne
		November 7, 2009	09:00 AM	Harold W. Kummelehne
		December 5, 2009	09:00 AM	Harold W. Kummelehne



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Mt. Vernon Rolland Lewis Com Bld	Mt. Vernon City Park South 27th Street Mount Vernon, IL 62864 County: Jefferson	April 17, 2008	07:00 PM	Clay L. Baitman
		June 17, 2008	07:00 PM	Clay L. Baitman
		October 16, 2008	07:00 PM	Clay L. Baitman
		March 19, 2009	07:00 PM	Clay L. Baitman
		July 17, 2009	07:00 PM	Clay L. Baitman
		October 15, 2009	07:00 PM	Clay L. Baitman



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Mundelein	1000 North Midlothian Road Mundelein, IL 60060	February 9, 2008	09:00 AM	Steven M. Sullivan
		March 15, 2008	09:00 AM	Steven M. Sullivan
		April 12, 2008	09:00 AM	Steven M. Sullivan
		May 10, 2008	09:00 AM	Steven M. Sullivan
		June 14, 2008	09:00 AM	Steven M. Sullivan
		July 12, 2008	09:00 AM	Steven M. Sullivan
		September 13, 2008	09:00 AM	Steven M. Sullivan
		October 11, 2008	09:00 AM	Steven M. Sullivan
		November 15, 2008	09:00 AM	Frank J. Schmitt
		December 13, 2008	09:00 AM	Steven M. Sullivan
		February 8, 2008	07:00 PM	Steven M. Sullivan
		March 14, 2008	07:00 PM	Steven M. Sullivan
		April 11, 2008	07:00 PM	Frank J. Schmitt
		May 9, 2008	07:00 PM	Frank J. Schmitt
		June 13, 2008	07:00 PM	Steven M. Sullivan
		July 11, 2008	07:00 PM	Steven M. Sullivan
		September 12, 2008	07:00 PM	Steven M. Sullivan
		October 10, 2008	07:00 PM	Louis E. Conneen
		November 14, 2008	07:00 PM	Frank J. Schmitt
		December 12, 2008	07:00 PM	Steven M. Sullivan
		February 14, 2009	09:00 AM	Steven M. Sullivan
		March 14, 2009	09:00 AM	Steven M. Sullivan
		April 11, 2009	09:00 AM	Steven M. Sullivan
		May 9, 2009	09:00 AM	Steven M. Sullivan
		June 13, 2009	09:00 AM	Steven M. Sullivan
		July 11, 2009	09:00 AM	Steven M. Sullivan
		September 12, 2009	09:00 AM	Steven M. Sullivan
		October 10, 2009	09:00 AM	Steven M. Sullivan
		November 14, 2009	09:00 AM	Steven M. Sullivan
		December 12, 2009	09:00 AM	Steven M. Sullivan
		February 13, 2009	07:00 PM	Steven M. Sullivan
		March 13, 2009	07:00 PM	Steven M. Sullivan
		April 10, 2009	07:00 PM	Steven M. Sullivan
		May 8, 2009	07:00 PM	Steven M. Sullivan
		June 12, 2009	07:00 PM	Steven M. Sullivan
		July 10, 2009	07:00 PM	Steven M. Sullivan
		September 11, 2009	07:00 PM	Steven M. Sullivan
		October 9, 2009	07:00 PM	Steven M. Sullivan
		November 13, 2009	07:00 PM	Steven M. Sullivan
		December 11, 2009	07:00 PM	Steven M. Sullivan



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
NIPSTA	2300 Patriot Boulevard Glenview, IL 60025 County: Cook	February 29, 2008	09:00 AM	Steven M. Sullivan
		April 25, 2008	09:00 AM	Steven M. Sullivan
		May 16, 2008	09:00 AM	Steven M. Sullivan
		June 20, 2008	09:00 AM	Steven M. Sullivan
		September 26, 2008	09:00 AM	Steven M. Sullivan
		October 10, 2008	09:00 AM	Steven M. Sullivan
		November 21, 2008	09:00 AM	Steven M. Sullivan
		December 19, 2008	09:00 AM	Steven M. Sullivan
Normal	1300 East College Avenue Normal, IL 61761	March 6, 2008	09:00 AM	David O. Lawrence
		September 18, 2008	09:00 AM	David O. Lawrence
		March 5, 2009	09:00 AM	David O. Lawrence
		September 10, 2009	09:00 AM	David O. Lawrence
North Park	2195 Harlem Road Machesney Park, IL 61111	April 12, 2008	09:00 AM	Frank J. Schmitt
		June 14, 2008	09:00 AM	Frank J. Schmitt
		October 11, 2008	09:00 AM	Frank J. Schmitt
		December 13, 2008	09:00 AM	Frank J. Schmitt
		February 14, 2009	09:00 AM	Frank J. Schmitt
		April 11, 2009	09:00 AM	Frank J. Schmitt
		June 13, 2009	09:00 AM	Frank J. Schmitt
		October 10, 2009	09:00 AM	Frank J. Schmitt
		December 12, 2009	09:00 AM	Frank J. Schmitt



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Olney Fire Department	501 North Walnut Olney, IL 62450	May 17, 2008	09:30 AM	Gerald M. Trinkle
		September 13, 2008	09:30 AM	Gerald M. Trinkle
		December 13, 2008	09:30 AM	Gerald M. Trinkle
		May 16, 2009	09:30 AM	Gerald M. Trinkle
		September 19, 2009	09:30 AM	Gerald M. Trinkle
		December 12, 2009	09:30 AM	Gerald M. Trinkle

OSFM Auditorium	1035 Stevenson Drive Springfield, IL 62703 County: Sangamon	January 8, 2008	10:00 AM	Nancy J. Willoughby
		February 4, 2008	10:00 AM	Nancy J. Willoughby
		March 3, 2008	10:00 AM	Nancy J. Willoughby
		April 7, 2008	10:00 AM	Nancy J. Willoughby
		May 5, 2008	10:00 AM	Nancy J. Willoughby
		June 2, 2008	10:00 AM	Nancy J. Willoughby
		July 7, 2008	10:00 AM	Nancy J. Willoughby
		October 6, 2008	10:00 AM	Nancy J. Willoughby
		November 3, 2008	10:00 AM	Nancy J. Willoughby
		December 1, 2008	10:00 AM	Nancy J. Willoughby
		February 7, 2008	01:00 PM	Nancy J. Willoughby
		February 21, 2008	01:00 PM	Nancy J. Willoughby
		March 20, 2008	01:00 PM	Nancy J. Willoughby
		April 17, 2008	01:00 PM	Nancy J. Willoughby
		May 15, 2008	01:00 PM	Nancy J. Willoughby
		June 19, 2008	01:00 PM	Nancy J. Willoughby
		July 17, 2008	01:00 PM	Nancy J. Willoughby
		September 18, 2008	01:00 PM	Nancy J. Willoughby
		October 16, 2008	01:00 PM	Nancy J. Willoughby
		November 20, 2008	01:00 PM	Nancy J. Willoughby
		December 18, 2008	01:00 PM	Nancy J. Willoughby
		January 11, 2008	03:00 PM	Nancy J. Willoughby



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Peoria Training Academy	7130 North Galena Peoria, IL 61615 County: Peoria	February 14, 2008	09:00 AM	Steven L. Baker
		April 17, 2008	09:00 AM	Steven L. Baker
		June 19, 2008	09:00 AM	Jay R. Franey
		September 18, 2008	09:00 AM	Jay R. Franey
		November 20, 2008	09:00 AM	Steven L. Baker
Pontiac	115 West Howard Street Pontiac, IL 61764	March 8, 2008	09:00 AM	John Kelly Cavanaugh
		May 10, 2008	09:00 AM	John Kelly Cavanaugh
		July 12, 2008	09:00 AM	John Kelly Cavanaugh
		October 11, 2008	09:00 AM	Jay R. Franey
Quincy Quincy Reg Trng Fac	18th and Seminary Road Quincy, IL 62301	May 21, 2008	03:00 PM	Steven L. Baker
		September 17, 2008	03:00 PM	Jay R. Franey
		December 17, 2008	03:00 PM	Steven L. Baker
		May 20, 2009	03:00 PM	Steven L. Baker
		September 16, 2009	03:00 PM	Jay R. Franey
December 16, 2009	03:00 PM	Steven L. Baker		
Robinson Fire Department Robinson	400 South Jackson Street Robinson, IL 62454 County: Crawford	May 10, 2008	09:00 AM	Gerald M. Trinkle
		December 6, 2008	09:00 AM	Gerald M. Trinkle
		May 9, 2009	09:00 AM	Gerald M. Trinkle
		December 5, 2009	09:00 AM	Gerald M. Trinkle



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Sandwich	310 East Railroad Street Sandwich, IL 60548	February 20, 2008	07:00 PM	John Kelly Cavanaugh
		May 14, 2008	07:00 PM	John Kelly Cavanaugh
		September 17, 2008	07:00 PM	John Kelly Cavanaugh
		December 17, 2008	07:00 PM	John Kelly Cavanaugh
		February 18, 2009	07:00 PM	John Kelly Cavanaugh
		May 27, 2009	07:00 PM	John Kelly Cavanaugh
		September 22, 2009	07:00 PM	John Kelly Cavanaugh
		December 17, 2009	07:00 PM	John Kelly Cavanaugh
Sauk Valley CC 1K4	173 IL Route 2 Dixon, IL 61021	March 13, 2008	07:00 PM	Steven L. Baker
		June 5, 2008	07:00 PM	Jay R. Franey
Schaumburg Prairie Center for Arts	201 Schaumburg Court Schaumburg, IL 60193 County: Cook	February 20, 2008	07:00 PM	Steven M. Sullivan
		September 17, 2008	07:00 PM	Steven M. Sullivan
		November 19, 2008	07:00 PM	Steven M. Sullivan
		February 18, 2009	07:00 PM	Steven M. Sullivan
		September 16, 2009	07:00 PM	Steven M. Sullivan
		November 18, 2009	07:00 PM	Steven M. Sullivan
Southeastern Illinois College B126 (Lecture Hall)	3575 College Road Harrisburg, IL 62946	February 11, 2008	07:30 PM	William A. Clossen, Jr.
		June 10, 2008	07:30 PM	Gerald M. Trinkle
		February 9, 2009	07:30 PM	Gerald M. Trinkle
		June 9, 2009	07:30 PM	Gerald M. Trinkle



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Southwestern Ill College # 1060	2500 Carlyle Avenue Belleville, IL 62221	January 5, 2008	08:00 AM	Clay L. Baitman
		February 2, 2008	08:00 AM	Clay L. Baitman
		March 1, 2008	08:00 AM	Clay L. Baitman
		April 5, 2008	08:00 AM	Clay L. Baitman
		May 3, 2008	08:00 AM	Clay L. Baitman
		June 7, 2008	08:00 AM	Clay L. Baitman
		July 5, 2008	08:00 AM	Clay L. Baitman
		September 6, 2008	08:00 AM	Clay L. Baitman
		October 4, 2008	08:00 AM	Clay L. Baitman
		November 1, 2008	08:00 AM	Clay L. Baitman
		December 6, 2008	08:00 AM	Clay L. Baitman
		April 5, 2008	11:00 AM	Clay L. Baitman

Spoon River College	23235 North County 22 Highway Canton, IL 61520	April 16, 2008	06:30 PM	Steven L. Baker
		November 19, 2008	06:30 PM	Jay R. Franey

Steger Village Hall	35 West 34th Street Steger, IL 60475 County: Will	February 9, 2008	09:00 AM	Louis E. Conneen
		April 12, 2008	09:00 AM	Louis E. Conneen
		June 14, 2008	09:00 AM	Louis E. Conneen
		October 11, 2008	09:00 AM	Louis E. Conneen
		December 13, 2008	09:00 AM	Louis E. Conneen
		February 14, 2009	09:00 AM	Louis E. Conneen
		April 11, 2009	09:00 AM	Louis E. Conneen
		June 13, 2009	09:00 AM	Louis E. Conneen
		October 10, 2009	09:00 AM	Louis E. Conneen
		December 12, 2009	09:00 AM	Louis E. Conneen



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Sugar Grove	25 South Municipal Drive Sugar Grove, IL 60554	March 6, 2008	07:00 PM	Steven M. Sullivan
		May 1, 2008	07:00 PM	John Kelly Cavanaugh
		July 31, 2008	07:00 PM	Steven M. Sullivan
		December 4, 2008	07:00 PM	Steven M. Sullivan
		February 5, 2009	07:00 PM	Steven M. Sullivan
		May 7, 2009	07:00 PM	Steven M. Sullivan
		July 30, 2009	07:00 PM	Steven M. Sullivan
		November 5, 2009	07:00 PM	Steven M. Sullivan
Sycamore	535 DeKalb Avenue Sycamore, IL 60178	March 17, 2008	07:00 PM	Frank J. Schmitt
		June 16, 2008	07:00 PM	Frank J. Schmitt
		September 15, 2008	07:00 PM	Frank J. Schmitt
		November 17, 2008	07:00 PM	Frank J. Schmitt
		March 16, 2009	07:00 PM	Frank J. Schmitt
		September 14, 2009	07:00 PM	Frank J. Schmitt
		December 14, 2009	07:00 PM	Frank J. Schmitt
Tinley Park	7800 West 183rd Tinley Park, IL 60477 County: Cook	September 13, 2008	09:00 AM	Harold W. Kummelehne
		November 15, 2008	09:00 AM	Harold W. Kummelehne
		February 20, 2008	07:00 PM	Steven L. Baker
		March 3, 2008	07:00 PM	Harold W. Kummelehne
		April 23, 2008	07:00 PM	Steven M. Sullivan
		October 15, 2008	07:00 PM	Louis E. Conneen
		December 17, 2008	07:00 PM	Louis E. Conneen
		May 16, 2009	09:00 AM	Louis E. Conneen
		July 11, 2009	09:00 AM	Harold W. Kummelehne
		September 12, 2009	09:00 AM	Harold W. Kummelehne
		February 18, 2009	07:00 PM	Louis E. Conneen
		March 9, 2009	07:00 PM	Harold W. Kummelehne
		April 22, 2009	07:00 PM	Louis E. Conneen
		June 29, 2009	07:00 PM	Harold W. Kummelehne



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Tinley Park - Library	7851 W. Timber Drive Tinley Park, IL 60473	May 17, 2008	09:00 AM	Steven L. Baker
		July 19, 2008	09:00 AM	Jay R. Franey
		June 30, 2008	07:00 PM	Harold W. Kummelehne

Triton College C204/C210	Public Service Program 2000 Fifth Avenue River Grove, IL 60171	February 14, 2008	07:00 PM	Steven M. Sullivan
		April 10, 2008	07:00 PM	Steven M. Sullivan
		May 8, 2008	07:00 PM	Steven M. Sullivan
		June 12, 2008	07:00 PM	Steven M. Sullivan
		July 10, 2008	07:00 PM	Steven M. Sullivan
		September 11, 2008	07:00 PM	Steven M. Sullivan
		November 13, 2008	07:00 PM	Steven M. Sullivan
		December 11, 2008	07:00 PM	Steven M. Sullivan

Troy FPD Station #2	25454 Seil Road Shorewood, IL 60404	March 7, 2008	07:00 PM	Louis E. Conneen
		June 6, 2008	07:00 PM	Louis E. Conneen
		September 5, 2008	07:00 PM	Louis E. Conneen
		December 12, 2008	07:00 PM	Louis E. Conneen



Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010

Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Warrenville	3 South 472 Batavia Road Warrenville, IL 60555 County: Du Page	April 19, 2008	09:00 AM	Steven M. Sullivan
		May 17, 2008	09:00 AM	Steven M. Sullivan
		July 19, 2008	09:00 AM	Steven M. Sullivan
		September 20, 2008	09:00 AM	Steven M. Sullivan
		October 18, 2008	09:00 AM	Steven M. Sullivan
		November 15, 2008	09:00 AM	Steven M. Sullivan
		December 20, 2008	09:00 AM	Steven M. Sullivan
		February 21, 2009	09:00 AM	Steven M. Sullivan
		March 21, 2009	09:00 AM	Steven M. Sullivan
		April 18, 2009	09:00 AM	Steven M. Sullivan
		May 16, 2009	09:00 AM	Steven M. Sullivan
		June 20, 2009	09:00 AM	Steven M. Sullivan
		July 18, 2009	09:00 AM	Steven M. Sullivan
		September 19, 2009	09:00 AM	Steven M. Sullivan
		October 17, 2009	09:00 AM	Steven M. Sullivan
		November 21, 2009	09:00 AM	Steven M. Sullivan
		December 19, 2009	09:00 AM	Steven M. Sullivan
Westmont FD	6015 South Cass Westmont, IL 60559	February 6, 2008	07:00 PM	Steven M. Sullivan
		April 2, 2008	07:00 PM	Steven M. Sullivan
		June 4, 2008	07:00 PM	Steven M. Sullivan
		October 1, 2008	07:00 PM	Steven M. Sullivan
		December 3, 2008	07:00 PM	Steven M. Sullivan
		February 4, 2009	07:00 PM	Steven M. Sullivan
		April 1, 2009	07:00 PM	Steven M. Sullivan
		June 3, 2009	07:00 PM	Louis E. Conneen
		October 7, 2009	07:00 PM	Steven M. Sullivan
		December 2, 2009	07:00 PM	Steven M. Sullivan




Office of the Illinois State Fire Marshal
Regional Examination Sites
Years 2008 thru 2010


Division of Personnel Standards and Education
1035 Stevenson Drive
Springfield, IL 62703
217/782-4542

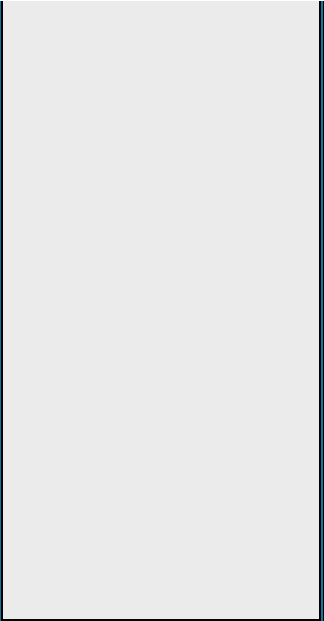
It is **IMPERATIVE** that requests be submitted **30 days before the examination date**

For the latest updates, visit us on the web at: **www.state.il.us/osfm/updates.html**

Site / Room	Address	Date	Time	Proctor
Williamson County Station #1	1505 East Main Marion, IL 62959 County: Williamson	April 28, 2008	07:00 PM	William A. Clossen, Jr.
		November 24, 2008	07:00 PM	Clay L. Baitman
		February 23, 2009	07:00 PM	Clay L. Baitman
		April 27, 2009	07:00 PM	Clay L. Baitman
		November 30, 2009	07:00 PM	Clay L. Baitman

<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Educational Opportunities	Division of Personnel Standards & Education
Arson Investigation	<div>Educational Opportunities</div> <div>College of DuPage</div> <div>Elgin Regional Fire Academy</div> <div>Moraine Valley Fire Science Program</div> <div>Romeoville Fire Academy</div> <div>Southern Illinois University, Carbondale</div> <div>Southern Kane County Training Association</div> <td>Overview</td>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management		Ordinance
Personnel Standards & Education		Arson/Fire Investigator Recertification
Petroleum and Chemical Safety		Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information	Links	Basic Forms
Home	Illinois Fire Service Institute	Prerequisites Needed For All Certification Levels (pdf)
Contact Us	Illinois Fire Inspectors Association	Firefighter II
2010 Events Calendar	Illinois Fire Chiefs Association	Firefighter III
2009 Annual Report	Illinois Fire Chiefs Association	Airport Firefighter
News	Illinois Society of Fire Service Instructors	Fire Apparatus Engineer
Agency General Information	Northeastern Illinois Public Safety Training Academy	Fire Service Vehicle Operator
UST Database and Contractor List		Fire Investigator
Fire Department List by County (pdf)		Fire Officer I
Fire Links		Fire Officer II
FOIA Requests		Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		
	<div>If you or your department would like to post any upcoming training, courses or seminars on this page, please contact Mitzi Woodson at 217-785-1003 or email at mitzi.woodson@illinois.gov</div> <div>Forms are created in ADOBE (PDF) FORMAT.</div> <div></div>	

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



How to Request a “Special Test”

A special test is allowed for a fire department or academy to hold an examination site at their specified location and appointed time. A \$400 fee is charged for this service. To request a special test, please submit the form or request the special test in writing. The information that needs to be included is Fire Department/Academy name, address of test site location, billing address, contact person, phone-number, first and second choice of examination date and time of exam.

Once date and time of special test is determined, the Division of Personnel Standards and Education will submit an invoice/confirmation letter to the contact person. All the Division of Personnel Standards and Education Rules for a regional exam site apply to a special test site.

Any questions, please contact the Division of Personnel Standards and Education at 217-782-4542.




Request For Special Test

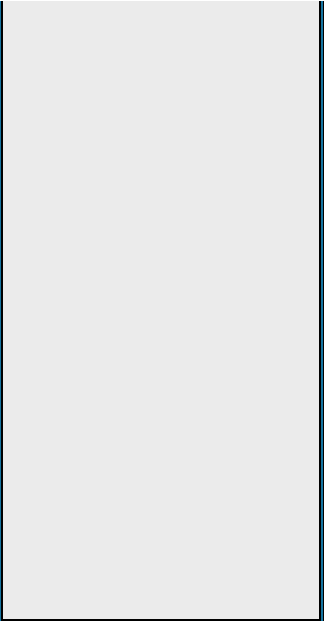
Please Print Legible

Name of Fire Department/Academy		
Address of Test Site Location		
Billing Address		
Contact Person		
Phone-Number for Contact Person		
Phone Number of Test Site Location		
First Choice Date		
Second Choice Date		
Time of Exam		
Room Capacity		
Adequate Lighting	Yes	No
Adequate Facilities	Yes	No
Efficient Tables and Chairs	Yes	No
Approximate # of Attendees		
Types of Exam		

Signature of Contact Person

<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Certified Firefighter II	Division of Personnel Standards & Education
Arson Investigation	<div>DIVISION OF CAREER DEVELOPMENT</div> <div>Certified Firefighter II <<On-Line>></div> <div>Certified Firefighter II Distance Learning / Online Course</div> <div>The Illinois Fire Service Institute (IFSI) Firefighter II Online program is delivered in the modular form as prescribed by the Office of the State Fire Marshal, and meets the cognitive requirements for Firefighter II certification. The practical requirements are the responsibility of the student, under the direction of their own fire department. Course practicals can be obtained at the student's fire department, an IFSI regional training center, or at the IFSI Champaign Fire Academy facility. A student practical package is provided to guide and document student performance.</div> <div>The Online Firefighter II Course consists of 22 subject areas, and includes completion of the Hazardous Materials Awareness Online Course. The course will require each student to view text materials via the World Wide Web (WWW). The web pages provide an overview of each subject, define learning objectives, outline reading assignments, provide links to online video and animation presentations that demonstrate fire fighting techniques. Students will also have access to chat sessions, student assignments and be able to view practical evolution presentations from a three CD-ROM training package that is provided as part of the course. Electronic quizzes are also part of the web site. Upon completion of each module, the students are enrolled locally to challenge the state test through the Illinois Office of the State Fire Marshal. Students should be familiar with the use of the computer and have access to the Internet.</div> <div>The cost of each module is \$250. Students can take the entire course or individual modules.</div> <div>For more information contact</div> <div>Rich Valenta Illinois Fire Service Institute www.fsi.uiuc.edu/index.htm rvalenta@fsi.uiuc.edu 847-658-5297</div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety	Educational Opportunities	
Fire Prevention	Special Test Request	
Public Education	Certified Firefighter II On-Line	
Fiscal Management	Ordinance	
Personnel Standards & Education	Arson/Fire Investigator Recertification	
Petroleum and Chemical Safety	Frequently Asked Questions	
Technical Services	E-mail Us	
OSFM Homeland Security	Firefighter Certification	
Information	Basic Forms	
Home	Prerequisites Needed For All Certification Levels (pdf)	
Contact Us	Firefighter II	
2010 Events Calendar	Firefighter III	
2009 Annual Report	Airport Firefighter	
News	Fire Apparatus Engineer	
Agency General Information	Fire Service Vehicle Operator	
UST Database and Contractor List	Fire Investigator	
Fire Department List by County (pdf)	Fire Officer I	
Fire Links	Fire Officer II	
FOIA Requests	Fire Officer III	
LODD Notification Policy	Fire Prevention Officer	
LODD Benefits Guide	Hazardous Materials	
NFIRS	Instructor	
NFIRS Training Schedule	Juvenile Firesetter Intervention Specialist	
Agency Forms	Hierarchy Charts	
Grants and Loans Available	Rescue Programs	
Pyrotechnics/Fireworks	Public Education	
FEIN	Illinois Risk Watch®	
School Inspector List	Illinois Remembering When™	
Spring-Summer Newsletter	Juvenile Firesetterers/ICFIRES	
Boards and Commissions Application Process	OSFM Awareness & Education	
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



ORDINANCE

SAMPLE ONLY

WHEREAS, the City (Village, Town, Fire Protection District) of _____ is desirous of electing to participate in the programs under the Illinois Fire Protection Training Act, Public Act 77-1665, as amended; and

WHEREAS, in order for the City (Village, Town, Fire Protection District) to be eligible for initial or continued participation in the programs, the law requires that before an individual may commence regular employment as a firefighter, he must have been certified by the State Fire Marshal as having successfully completed an approved Firefighter II training course; and

WHEREAS, the City (Village, Town, Fire Protection District) of _____ intends to establish its own school or to utilize some other school certified by the State Fire Marshal for the purpose of providing the training required under said Act:

BE IT ORDAINED by the City Council (President & Board of Trustees) of _____:

- §1 The City (Village, Town, _____ Fire Protection District) hereby elects to participate in the programs provided for in the Illinois Fire Protection Training Act.
- §2 Before an individual may commence regular full-time employment as a firefighter, he must have been certified by the Illinois State Fire Marshal as a Firefighter II, as having successfully completed an approved training course as provided in said Act.
- §3 The Firefighter II certification must be completed by the trainee within his probationary period of _____ months. Failure of any trainee to complete such basic training and certification within the required period will render that individual and local governmental agency ineligible for reimbursement funding for basic training for that individual in the fiscal year in which his probationary period ends. The individual may later become certified without reimbursement.

(Revised Dec. 3, 1992)

COMPLETE THE FOLLOWING SECTIONS ONLY IF APPLICABLE

**In municipalities operating under the Board of Fire and
Police Commissioners,
the following paragraph should be used:**

§4 The Board of Fire and Police Commissioners are hereby instructed and directed to make the necessary amendments to the Personnel Rules, the Manual of Rules of the _____ Fire Department, (Fire Protection District) and Rules of said Board of Fire and Police Commissioners in order to require that any person appointed to the Fire Department (Fire Protection District) of the City (Village, Town) of _____ shall not become a regular member of the _____ Fire Department (Fire Protection District) unless and until he shall complete, pursuant to said Illinois Fire Protection and Training Act, the approved training course within _____ months of the date of his initial employment.

**In municipalities operating under the Municipal Civil Service Act,
the following paragraph should be used:**

§4 The Civil Service Commissioners are hereby instructed and directed to make the necessary amendments to the Personnel Rules; the Manual of the _____ Fire Department (Fire Protection District), and Rules of said Civil Service Commissioners in order to require that any person appointed to the Fire Department (Fire Protection District) of the City (Village, Town) of _____ shall not become a regular member of the _____ Fire Department (Fire Protection District) unless and until he shall have completed, pursuant to said Illinois Fire Protection and Training Act, the approved training course within _____ months of the date of his initial employment.

(GOVERNING BODY REPRESENTATIVE(S) Please sign)

_____	_____	_____
(name)	(title)	(date passed and signed)
_____	_____	_____
(name)	(title)	(date passed and signed)
_____	_____	_____
(name)	(title)	(date passed and signed)

(PLEASE PRINT NAME LEGIBLY)

OSFM Links	Frequently Asked Questions	Division of Personnel Standards & Education
Arson Investigation	Frequently Asked Questions E-mail Your Questions to Division Staff	Overview
Boiler and Pressure Vessel Safety	TESTING	Exam Sites 2008 & 2009
Elevator Safety	CERTIFICATION	Educational Opportunities
Fire Prevention	TRAINING	Special Test Request
Public Education	COURSE DEVELOPMENT	Certified Firefighter II On-Line
Fiscal Management	CLAIMS	Ordinance
Personnel Standards & Education	FIRE DEPARTMENT ROSTERS	Arson/Fire Investigator Recertification
Petroleum and Chemical Safety	COURSE COMPLETION ROSTERS	Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information	TESTING	Basic Forms
Home	1. I am not a firefighter on an Illinois Fire Department but would like to be. How can I take the State certification exam?	Prerequisites Needed For All Certification Levels (pdf)
Contact Us	An individual must be employed by an Illinois fire department before this office may examine or certified. Definition of employed is notated on the departmental personnel roster as a fire suppression employee who is covered by the departmental insurance and benefits.	Firefighter II
2010 Events Calendar	2. Can an instructor from my department sign the request for examination form if the course was taken elsewhere?	Firefighter III
2009 Annual Report	An instructor may sign as long as he/she is certified as the appropriate level of instructor according to the requirements established in the Illinois Administrative Code and is willing to take legal responsibility for the approved training that was completed and the employing department has training records of the completed course.	Airport Firefighter
News	3. Where is my confirmation for a scheduled exam?	Fire Apparatus Engineer
Agency General Information	The confirmation is mailed back to the address on the request; i.e. the college/academy/ fire department that submitted the request. The confirmation is not mailed to the individual.	Fire Service Vehicle Operator
UST Database and Contractor List	4. Can more than one exam be challenged at one test site?	Fire Investigator
Fire Department List by County (pdf)	The following exams may be challenged at one test site: two modules of Firefighter II or III, Hazardous Materials Awareness with one module of Firefighter II OR the complete Firefighter II, Hazardous Materials Operations with one module of Firefighter III OR the complete Firefighter II, or two modules of Fire Officer I or II. No other exams may be challenged together at one test site.	Fire Officer I
Fire Links	5. When does the request for exam have to be received by OSFM?	Fire Officer II
FOIA Requests	The request for exam must be received in the office no later than 30 days prior to the first choice exam date.	Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		

+ State Links
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois

6. Why did I not receive my first choice of exam dates?

The first choice of exam date was not chosen because the location was full, cancelled, or did not meet the 30 day limit.

7. Why was my request for exam denied because of original signature of Fire Chief or School Director (where applicable) or Instructor?

This form is a **LEGAL** document which attests to the completion of the required training and employment as specified in the IL Administrative Code and must have the original signature of the employing Fire Chief or School Director and the qualified Instructor. The request was denied for lack of one of the signatures or the Fire Chief's name was not recognized as the Chief of the department. If the department has a change in Fire Chief, the department must notify this office in writing of the Chief change.

8. How does a firefighter apply for ADA/ADD testing?

Please contact the OSFM General Counsel at 217/785-4144 for information.

9. I have not received my results from a recent exam, what has happened to my grades?

Please check with your Chief or Training Officer. All grades are forwarded to the Chief.

CERTIFICATION

1. How do I transfer my certification from other states to Illinois ?

The State of Illinois does not grant automatic certificate reciprocity. All courses must be reviewed to establish if the course(s) satisfy a minimum of 80% of the required Illinois objectives for a level of certification once an individual is employed by an Illinois fire department. The review is based on submission of the course documentation, i.e. course syllabi, training documentation, proof of course completion and a completed equivalency checklist with a money order or certified check for \$100.00. The Authority having Jurisdiction is allowed to review and accept legal responsibility for the training for Firefighter II and III, but all other courses must be reviewed by Office staff. If a course is granted equivalency, the individual is allowed one attempt of the State Written and Practical examinations. If passed, certification will be awarded. If unsuccessful, the individual must pass an approved Illinois course prior to re-testing.

2. I am interested in moving to another state, are my certifications transferable?

You will need to check with the other entity to check their requirements. We do suggest that you obtain and keep copies of your own training records indicating the number of hours you have trained for the various levels and copies of completion certificates or transcripts for schools you have attended.

3. When should the Application for

Certification/Validation/Attestation be mailed?

Please do not send the application until after you have received your exam results.

4. What other paperwork must I mail with the Application for Certification/Validation/Attestation?

Please mail copies of any transcripts, course completion certificates, or official paperwork showing where and when you attended the class. If submitted with the application, your certification will not be held or returned requesting the course completion until the official roster from the department/school has been received and processed.

5. What paperwork is needed to apply for Fire Apparatus Engineer certification?

In addition to the Application for Certification/Validation/Attestation form, the Driving Validation form must be submitted.

6. My original certificate has been lost or destroyed. How do I request a replacement certificate?

The employing fire department may request a duplicate certificate by writing, faxing or emailing a request to the division with the individual's name, social security number and level(s) of certification that the duplicate certificate is require for. The duplicate will be forwarded to the employing department.

7. Can certificates be sent to my home address?

All certificates are sent to the employing Fire Chief. No exceptions are made.

8. I cannot be certified as a Firefighter III until I have 3 years in the fire service. Will my Certificate automatically be sent out to my Chief?

Due to the volume of fire departments and individuals that our office serves it would be best to have your Chief or Training Officer notify us in writing when you have attained your three years.

9. Does OSFM handle EMT certification?

No, EMT certification is handled by the Illinois Department of Public Health. They may be contacted at 217/785-2080.

10. How long is my practical exam valid for?

All practical exams are valid for one year, with the exception of Firefighter II & II. Firefighter II & III are valid up to five years.

TRAINING

1. What levels does Illinois utilize for NFPA 1001 Firefighter I and II?

Illinois has developed their programs as follows: Basic firefighter or Firefighter I is indicated as Firefighter II;

Advanced firefighter or Firefighter II is indicated as Firefighter III.

2. Does a fire department have to train for certification through OSFM?

The certification program in Illinois is not mandatory, but a department may utilize the programs for training even though certification is not pursued. The training programs developed by this division meet or exceed the requirements of NFPA and when utilized, will meet the requirements mandated by the Illinois Department of Labor (IDOL). For requirements mandated by IDOL please call 217/785-7056.

3. My department does not train for certification, but I would like to. How do I obtain the approved certification training?

You can get your training by 1) checking with neighboring departments for permission to participate in its approved training; 2) contact the Illinois Fire Service Institute at 217/333-3800 or website <http://www.fsi.uiuc.edu> for course information; or 3) contact your local college for an approved fire science program. Note that an individual's final certification is based on several criteria including fire service employment, years of fire suppression experience, and application sign off by the employing department. Even though your department does not participate in this program, most Fire Chief's will not have a problem with one of his/her employees trying to better him/her. Check with your training officer or Chief prior to taking the courses.

4. My Fire Department would like to train for certification. What paperwork must your Office have?

The Fire Department must submit a facility approval and course approval for the level(s) of training they wish to conduct. There are two kinds of facility approvals - Provisional and Unlimited - depending on the level(s) of training to be conducted at the department. In order to receive a course approval for training, the Fire Department must have at least one certified instructor for the level(s) of training to be conducted. The certified instructor does not have to be employed by the Fire Department. He/she can be from another department, but will need to agree to be legally responsible for the training he/she is providing.

5. What is the difference between provisional and unlimited facility approval?

A Provisional Facility Approval is granted to teach the lower level, introductory courses. The Provisional Facility Approval form requires the name of the Fire Department and signature of the Fire Chief and Training Officer. The Form directly states what a facility must have to receive this approval. Upon signing, the Fire Chief and Training Officer are attesting to this fact.

An Unlimited Facility Approval is granted to a facility to teach advanced and/or specialized courses that require specific equipment. The Unlimited Facility Approval form is a checklist to determine what is available at the facility. This form requires the signature of the Fire Chief.

6. I would like to obtain course approval for training for certification, but do not have the facilities in my jurisdiction to complete the practical skill exams. What can I do?

Any Fire Department not having a required resource can utilize an equivalent resource that will satisfy the required objective. An example is if a Fire Department does not have a training tower to perform the practical objectives, it may utilize one of the regional training sites through the Fire Service Institute or another Fire Department's training facility that does satisfy the resource. The Fire Department must notate the additional resource on the facility approval form.

7. What is needed on the course approval form?

Check the appropriate level which your department or organization wishes to teach. The department must have an instructor qualified to teach at each level that is being approved. The department must include the name of the instructor and their social security numbers for verification. The form requires the signature of the Fire Chief/Course Coordinator. The Course Approval is valid for 5 years. A new course approval form must be submitted every five years or when a new Fire Chief is hired. A new course approval form is due when additional courses are added.

8. What if my Fire Department does not have a qualified instructor?

You may utilize any certified instructor whether that instructor is a member of your Fire Department or not. The certified instructor will be listed on your Fire Department as an instructor only.

9. How do I receive an Instructor Reference Manual and a PowerPoint presentation, if available, on a CD?

All requests must be received in writing; you may either fax your request to Jennifer at 217/785-1001, mail directly to the office at 1035 Stevenson Drive, Springfield, IL 62704, or e-mail Jennifer.eder@illinois.gov

The only programs which you will receive on CD will be the courses your facility has course approval for, with the exception of Firefighter II, Fire Service Vehicle Operator, HazMat First Responder Awareness, and Technical Rescue Awareness .

10. How long must a Fire Department keep training records?

The Division requires that records be kept a minimum of 5 years for audit purposes, **BUT** the Fire Department needs to verify their records retention period with their personal legal department. A Fire Department has an established records retention period with the Secretary of State which mandates how long any records must be maintained.

11. What should training records contain?

The Illinois Administrative Code states:

An established system of records maintenance that includes:

1) Training records that reflect who was trained, objectives of subject taught referenced in the applicable Instructor

Reference Manual, hours trained, by whom, how, when and where conducted.

2) A system of evaluating the effectiveness of the class, the instructor and all participants, including:

A) Testing technique utilized: oral, written, practical or combination; and

B) Performance appraisal and evaluation, such as ranking, factor comparison, grading, graphic rating scale, checklist.

3) Individual training records that show when each person began training in each subject area, the instructor to whom he/she is responsible, the objective of his/her training, intermediate goals, performance criteria, ultimate goal and estimated completion date.

4) Records of training. A training facility shall maintain and submit to the Office training records that contain the following:

A) Location of training.

B) Dates of training.

C) Hours of training and hours trained.

D) Name of instructor - printed and signature.

E) Name of trainee - printed and signature.

F) Academic/practical training record.

G) Subject training record correlated to objectives.

H) Receipts of training expenses.

I) Training facility documentation of training.

12. Are electronic records acceptable as training records?

The Office accepts computerized training records as long as they are printed (individually for each student) and signed off by instructors and students at least once per month. This monthly printout must contain items listed in subsections (d) (4) (A)-(G) of the Illinois Administrative Code as listed above and be filed in the department at a location readily available for Office review.

COURSE DEVELOPMENT

1. How are programs and objectives established?

The Division has numerous ad hoc committees composed of members of the major fire service organizations in Illinois, Illinois Fire Service Institute, and experts at the different levels. When a NFPA Standard is established or amended, the Division has three years by statute to develop and establish/update the objectives for the Certification level. The ad hoc committee for the Certification to be updated or established is called upon to create a consensus of opinions and recommendations.

2. How do I become a member of an ad hoc committee?

Members are selected based on their expertise in the area being developed and are normally appointed through one of the State associations. Ad Hoc membership applications are available through the Division and may be requested in writing .

CLAIMS

1. How does my department participate in the reimbursement program?

An ordinance to participate must be passed by the governing board of the Authority having Jurisdiction agreeing to train according to our Illinois Administrative Code. The ordinance must establish a probation period for probationary firefighters. The passed ordinance must be submitted to this office for approval. Once approved, training may be reimbursed that takes place after the ordinance approval letter is sent.

2. How often is the claim document generated?

The claim document is generated every year and forwarded to the Fire Chief's of those departments with approved ordinances.

3. How is the percentage for reimbursement determined?

The percentage is determined by computing the total dollars of claims submitted divided into the amount of the grant. The amount of grant is determined by legislature every year during the budgeting process.

4. When should my claim paperwork be submitted to OSFM?

All paperwork must be submitted to this office by the date listed in the funding document.

5. My claims for last year indicated that several claims for Fire Officer I courses were disallowed. Why?

The claiming process follows the same criteria as certification. An individual who is not certified as Firefighter III prior to taking the Fire Officer I course is not eligible for reimbursement for the Fire Officer I course. This applies to all levels of training. In addition if we do not have record of course completion, the claim is denied. We strongly suggest that fire departments verify with us that the information is being forwarded to us.

6. What can I claim for training?

Claims are submitted yearly based on training taken during the calendar year (Jan. 1 – Dec. 31). The Funding Document lists the training that is allowable for that year and the deadline date that the claim form must be received in the office. It is also forwarded each year during October, either in written form or electronically, to the departments which have ordinances to participate in the reimbursement program on file with the office. Funding is available for training after the date the ordinance is approved by the division.

The division does not reimburse for a certification level received, but for the actual training hours and costs association for the level. In other words, if an individual receives training for a level over a 2 year period, the training hours are submitted on 2 years of claim forms showing the hours for each year. Example: Firefighter A received 80 hours of training for Firefighter III in calendar year 2005 and 60 hours in calendar year 2006. The Fire Department would submit a claim form for 80 hours in calendar year 2005 and another claim form for 60 hours in calendar year 2006. It would not submit a claim form for 140 hours for 2006 to cover the training hours in both years. Nor would the Fire Department submit a claim form for a certification once the certificate is received in the department. Example: Firefighter B received a certificate for Firefighter III in 2006, but the actually training hours are for 160 hours from 2001 to 2006. The Fire Department lists Firefighter B on the claim form for 160 hours of Firefighter III training on the 2006 claim form. This claim would be denied because not all hours were trained in 2006; the certificate was issued in 2006.

FIRE DEPARTMENT ROSTERS

1. How often should I send a fire department roster?

Fire department rosters should be sent to this office anytime your fire department has a personnel change.

2. What should my fire department roster include?

It should include members' first and last name, social security number, home address, hire date, and indicate whether the member is paid, paid on call, or volunteer. The office would prefer to see the roster in alpha order by last name.

COURSE COMPLETION ROSTERS

1. What are course completion rosters?

Course completion rosters are submitted to the office by an approved school (fire department, Fire Service Institute, fire academy, college) showing the type of class, beginning and ending dates of the class, who completed the course and how many hours were attended. This information is required for certification at all levels before a certification may be processed.

2. The Division returned my application for certification requesting proof of course completion. I thought the academy had submitted all the information. What do I need to do?

If you have a copy of your completion certificate, official grade slip or transcript, or documentation that you have completed the course, you may make a copy and attach it to the application for re-submission.



LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Firefighter II	Course Written Exam Practical Exam Hazardous Materials Awareness Exam	Firefighter II Certification Instructor I Certification
Firefighter III	Firefighter II Certification Course Written Exam Practical Exam 3 Years Fire Suppression Experience Hazardous Materials Operations Certification	Firefighter III Certification Instructor II Certification
Hazardous Materials Awareness	Course Firefighter II Certification Written Exam	Instructor I Certification with any level of Hazardous Materials Certification
Hazardous Materials Operations	Course Firefighter II Certification Written Exam Practical Exam	Instructor I Certification with Hazardous Materials Operations Certification or higher level of Hazardous Materials Certification
Hazardous Materials Technician A	Course Hazardous Materials Operations Certification Practical Exam Written Exam	Instructor II Certification Hazardous Materials Technician A Certification
Hazardous Materials Technician B	Course Hazardous Materials Tech. A Certification Practical Exam Written Exam	Instructor II Certification Hazardous Materials Technician B Certification
Hazardous Materials Incident Command	Course Hazardous Materials Operations Certification Practical Exam Written Exam Application	Instructor II Certification Hazardous Materials Operations Certification Hazardous Materials Incident Command Certification
Airport Firefighter	Firefighter II Certification Course Written Exam Practical Exam 1 Year Airport Firefighter Experience Application	Airport Firefighter Certification Instructor II Certification






LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Fire Apparatus Engineer	Firefighter II Certification Course Written Exam Practical Exam Application	Fire Apparatus Engineer Certification Instructor II Certification
Fire Prevention Officer	Course Firefighter III Certification (or Bypass) 1 Year Fire Prevention Experience 3 Years Fire Service Experience Application Written Exam	Check with Office for Qualifications
Fire Officer I	5 Courses Written Exam, if applicable Firefighter III Certification 1 Year Fire Officer Training 4 Years Minimum Current Fire Suppression Experience Application	Check with Office for Qualifications
Fire Officer I Provisional	5 Courses Written Exam, if applicable Firefighter III Certification Application	Check with Office for Qualifications
Fire Officer II	4 Courses Fire Officer I Certification Written Exam, if applicable Application 5 Years Minimum Current Fire Suppression Experience 1 Year Fire Officer II Trainee	Check with Office for Qualifications
Fire Officer II Provisional	4 Courses Fire Officer I Certification Written Exam, if applicable Application 5 Years Minimum Current Fire Suppression Experience	Check with Office for Qualifications


LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Fire Officer III	Approved Courses Fire Officer II Certification Application 10 Years Current Fire Suppression Experience Current Administrative Duties (2 Years) (Prior Experience Evaluated Individually) Official Job Description Official Organizational Chart Fire Officer III Checklist	Check with Office for Qualifications
Fire Officer III Provisional	Approved Courses Fire Officer II Certification Application 10 Years Current Fire Suppression Experience Current Administrative Duties (Prior Experience Evaluated Individually) Job Description Organizational Chart Fire Officer III Checklist	Check with Office for Qualifications
Instructor I	Course Firefighter II Certification 3 Years Fire Suppression Experience Application Written Exam, if applicable	Check with Office for Qualifications
Instructor II	Course Firefighter III Certification Instructor I Certification 5 Years Fire Suppression Experience Application Written Exam, if applicable	Check with Office for Qualifications
Instructor III	Course Instructor II Certification 3 Years Instructor Experience Application Written Exam, if applicable	Check with Office for Qualifications

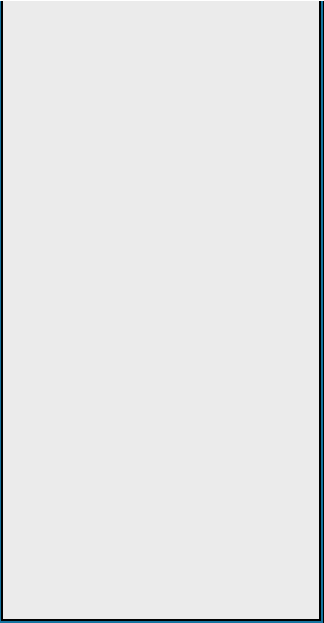
LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Fire Department Incident Safety Officer	Fire Officer I Certification Technical Rescue Awareness Certification Hazardous Materials Operations Certification Fire Department Incident Safety Officer Course Tactics and Strategy II Course State Written Examination	Check with Office for Qualifications
Arson Investigator	Firefighter II Certification (or Bypass) Course Completion (modules 1 and 2) Arson Investigator Course Arson Investigator Application	Check with Office for Qualifications
Fire Investigator	Firefighter II Certification Course Completion (3 modules) Or Modules I & II and Arson Investigator course Application	Check with Office for Qualifications
Executive Support	Firefighter II Certification (or Bypass) 3 Years Fire Service Experience Course Application	Check with Office for Qualifications
Fire Service Vehicle Operator	Course Practical Exam Written Exam <i>Note: Provisional is awarded to firefighters not certified Firefighter II.</i>	Instructor I Certification Fire Service Vehicle Operator Certification
Training Program Manager	Course Instructor II Certification 5 Years Experience as Instructor or Training Officer Application	Check with Officer for Qualifications
Juvenile Firesetter Intervention Specialist	Firefighter II Certification Course Firefighter II Certification Written Exam Application	Instructor I Certification 3 Years Experience Juvenile Firesetter Intervention Specialist Certification
Motorsports Safety Technician	Course Firefighter II Practical Exam Written Exam	Instructor I Certification Motorsports Safety Technician Certification
Technical Rescue Awareness	Course Firefighter II Certification Written Exam	Instructor I Certification Technical Rescue Awareness Certification





LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Rescue Specialist - Confined Space	Course Vertical I Certification Practical Exam Written Exam	Instructor II Rescue Specialist - Confined Space Certification
Trench Operations	Course Technical Rescue Awareness Certification or Confined Space/Trench Rescue Awareness Certification Practical Exam Written Exam	Instructor II Certification Trench Operations Certification
Trench Technician	Course Trench Operations or Rescue Specialist – Trench Certification Practical Exam Written Exam	Instructor II Certification Trench Technician Certification
Rope Operations	Course Technical Rescue Awareness Certification or Confined Space/Trench Rescue Awareness Certification Practical Exam Written Exam	Instructor II Certification Vertical II Certification
Rescue Specialist - Vertical II	Course Vertical I Certification Practical Exam Written Exam	Instructor II Certification Vertical II Certification
Structural Collapse Operations	Course Technical Rescue Awareness Certification or Structural Collapse Awareness Certification Practical Exam Written Exam	Instructor II Certification Structural Collapse Operations
Structural Collapse Technician	Course Structural Collapse Operations Certification Hazardous Materials Operations Certification Vehicle and Machinery Operations Certification or Rescue Specialist Roadway Extrication Certification Rescue Specialist-Vertical I Certification or Rope Operations Certification Rescue Specialist Confined Space Certification Practical Exam Written Exam	Instructor II Certification Structural Collapse Technician Certification


LEVEL	CERTIFICATION PREREQUISITES	INSTRUCTOR PREREQUISITES
Vehicle/Machinery Operations	Course Technical Rescue Awareness Certification Practical Exam Written Exam	Instructor II Certification Vehicle/Machinery Operations Certification
Vehicle and Machinery Technician	Course Vehicle and Machinery Operations Certification Rope Operations or Rescue Specialist – Vertical I Certification Hazardous Materials Operations Certification Practical Exam Written Exam	Instructor II Certification Vehicle and Machinery Technician Certification
Water Operations	Course Technical Rescue Awareness Certification Rope Operations or Rescue Specialist – Vertical I Certification Practical Exam Written Exam	Instructor II Certification Water Operations Certification

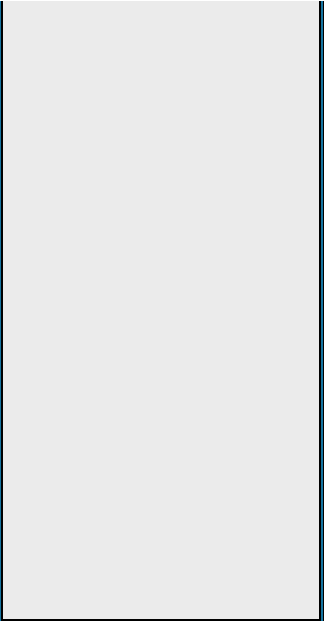
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Firefighter II</div> <div>Firefighter II Course Overview</div> <div>The Firefighter II course has twenty-three (23) units of instruction broken down into three (3) modules</div> <div>Mod A</div> <div>Mod B</div> <div>Mod C</div> <div>The following forms are created in ADOBE (PDF) FORMAT.</div> <div>Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated.</div> <div></div> <div> Announcing new FF II Availability</div> <div> Cover for Firefighter II Reference Manual</div> <div> Firefighter II Practical Key</div> <div> Firefighter II Objectives/Equivalency Checklists</div> <div>Basic Forms</div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>



<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




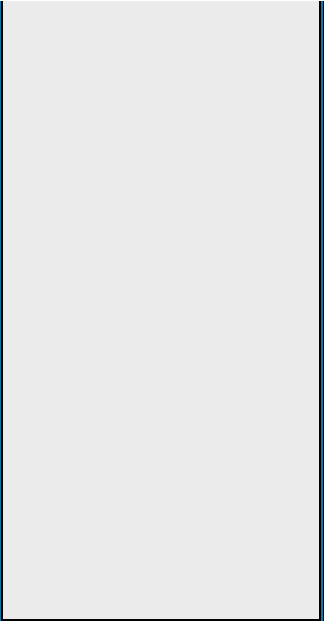
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>FirefighterIII</div> <div>Firefighter III</div> <div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated.</div> <div></div> <div> Firefighter III Practical Key</div> <div> Firefighter III Objectives</div> <div> Firefighter III Study Reference List</div> <div>All Other Forms Needed To Apply For Tests</div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefigher III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>





<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




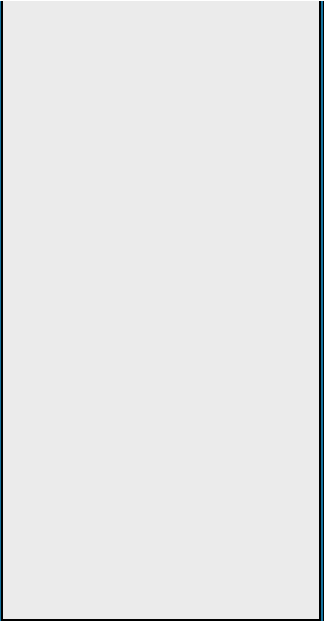
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Features	Division of Personnel Standards & Education
Arson Investigation	<div>Airport Firefighter</div> <div> Checklist for Objectives/Equivalency Airport Firefighter</div> <div>Basic Forms</div> <div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated.</div> <div></div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management		Ordinance
Personnel Standards & Education		Arson/Fire Investigator Recertification
Petroleum and Chemical Safety		Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information		Basic Forms
Home		Prerequisites Needed For All Certification Levels (pdf)
Contact Us		Firefighter II
2010 Events Calendar		Firefigher III
2009 Annual Report		Airport Firefighter
News		Fire Apparatus Engineer
Agency General Information		Fire Service Vehicle Operator
UST Database and Contractor List		Fire Investigator
Fire Department List by County (pdf)		Fire Officer I
Fire Links		Fire Officer II
FOIA Requests		Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		



<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




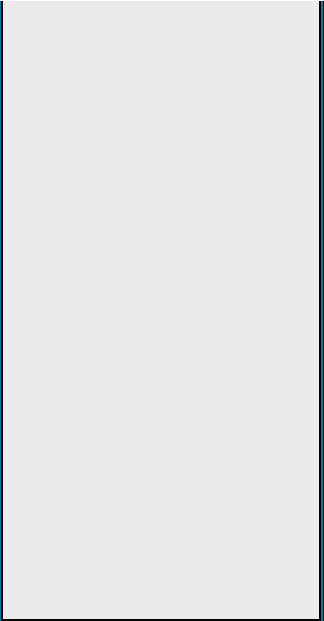
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Apparatus Engineer	Division of Personnel Standards & Education
Arson Investigation	<div>Fire Apparatus Engineer</div> <div><div> Administrative Rules for Fire Apparatus Engineer</div><div> Prerequisites for Certification of Apparatus Driving</div><div> Fire Apparatus Engineer Course Objectives</div><div> Fire Apparatus Engineer Driving Validation</div><div>Basic Forms</div></div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management		Ordinance
Personnel Standards & Education		Arson/Fire Investigator Recertification
Petroleum and Chemical Safety		Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information		Basic Forms
Home		Prerequisites Needed For All Certification Levels (pdf)
Contact Us		Firefighter II
2010 Events Calendar		Firefighter III
2009 Annual Report		Airport Firefighter
News		Fire Apparatus Engineer
Agency General Information		Fire Service Vehicle Operator
UST Database and Contractor List		Fire Investigator
Fire Department List by County (pdf)		Fire Officer I
Fire Links		Fire Officer II
FOIA Requests		Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		







<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




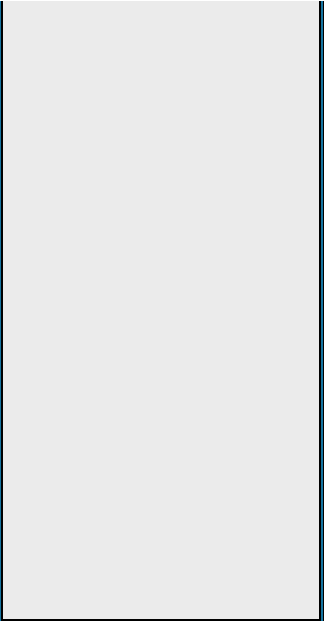
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Fire Investigator</div> <div>Fire Investigator</div> <div> Fire Investigator Objectives/Equivalency Checklist</div> <div>Basic Forms</div> <div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated.</div> <div></div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>






<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




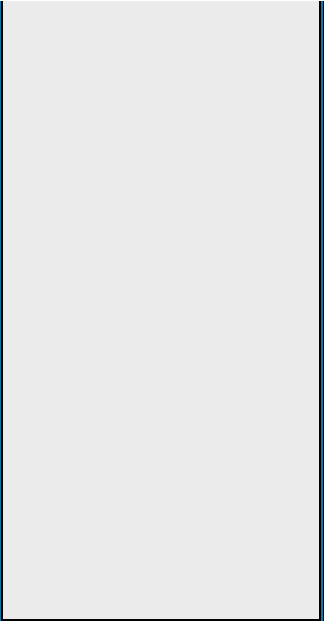
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Fire Officer I</div> <div>Fire Officer I Course Objectives</div> <div><div>Instructor I Objectives</div><div>Tactics & Strategy</div><div>Fire Prevention Principles</div><div>Management I</div><div>Management II</div><div>Basic Forms</div><div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated</div><div></div></div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>



<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




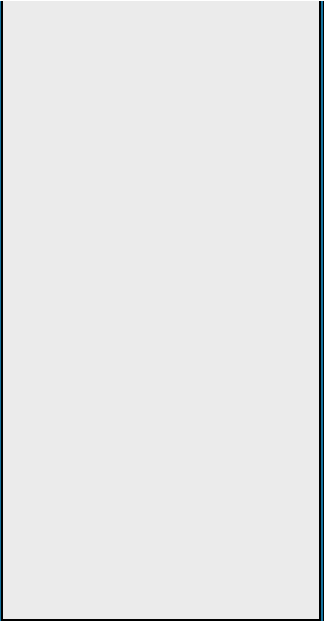
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Fire Officer II</div> <div>Fire Officer II Course Objectives</div> <div><div></div><div>Instructor II</div></div> <div><div></div><div>Tactics & Strategy II</div></div> <div><div></div><div>Management III</div></div> <div><div></div><div>Management IV</div></div> <div>Basic Forms</div> <div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated</div> <div></div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>






<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




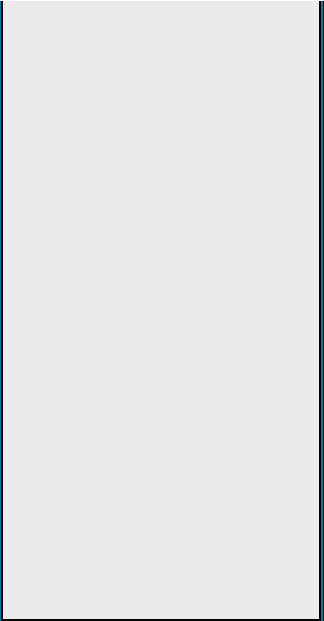
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Fire Officer III</div> <div>Fire Officer III</div> <div> Fire Officer III Objectives/Equivalency Checklists</div> <div>Basic Forms</div> <div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated</div> <div></div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>






<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



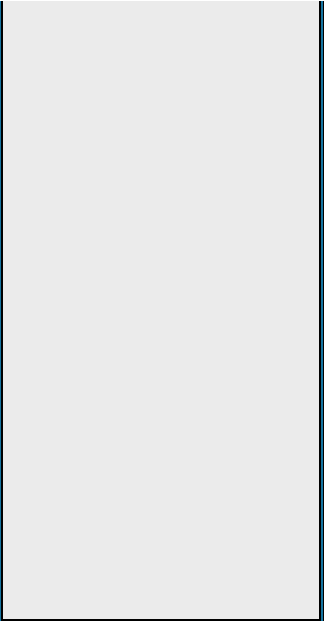
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Fire Prevention Officer	Division of Personnel Standards & Education
Arson Investigation	<div>Fire Prevention Officer Course Objectives</div> <div><div>Mod A</div><div><div>Mod B</div><div><div>Mod C</div><div><div>Equivalency Checklist</div></div></div><div>Basic Forms</div><div><div>The following forms are created in ADOBE (PDF) FORMAT. Acrobat & the Acrobat logo are trademarks of Adobe Systems Incorporated</div><div></div></div></div></div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management	Ordinance	
Personnel Standards & Education	Arson/Fire Investigator Recertification	
Petroleum and Chemical Safety	Frequently Asked Questions	
Technical Services	E-mail Us	
OSFM Homeland Security	Firefighter Certification	
Information	Basic Forms	
Home	Prerequisites Needed For All Certification Levels (pdf)	
Contact Us	Firefighter II	
2010 Events Calendar	Firefighter III	
2009 Annual Report	Airport Firefighter	
News	Fire Apparatus Engineer	
Agency General Information	Fire Service Vehicle Operator	
UST Database and Contractor List	Fire Investigator	
Fire Department List by County (pdf)	Fire Officer I	
Fire Links	Fire Officer II	
FOIA Requests	Fire Officer III	
LODD Notification Policy	Fire Prevention Officer	
LODD Benefits Guide	Hazardous Materials	
NFIRS	Instructor	
NFIRS Training Schedule	Juvenile Firesetter Intervention Specialist	
Agency Forms	Hierarchy Charts	
Grants and Loans Available	Rescue Programs	
Pyrotechnics/Fireworks	Public Education	
FEIN	Illinois Risk Watch®	
School Inspector List	Illinois Remembering When™	
Spring-Summer Newsletter	Juvenile Firesetterers/ICFIRES	
Boards and Commissions Application Process	OSFM Awareness & Education	
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		




<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois




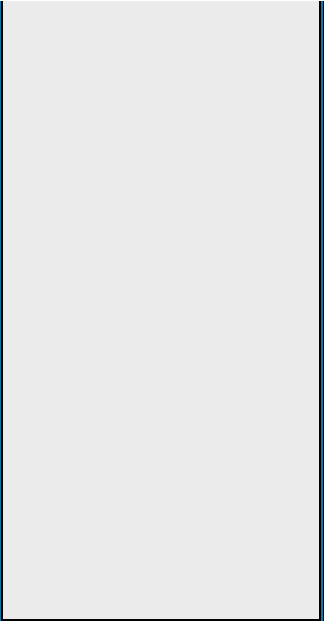
<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Hazardous Materials</div> <div>Hazardous Materials Course Objectives</div> <div> Hazardous Materials Awareness</div> <div> Hazardous Materials Operations</div> <div> Hazardous Materials Technician A</div> <div> Hazardous Materials Technician B</div> <div> Hazardous Materials Incident Command</div> <div>Basic Forms</div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>

<div><div></div><div>State Links</div></div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Instructor</div> <div>Instructor</div> <div> Checklist For Objectives/Equivalency Instructor I</div> <div> Checklist For Objectives/Equivalency Instructor II</div> <div> Checklist For Objectives/Equivalency Instructor III</div> <div>Basic Forms</div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



COURSE OUTCOMES and LEARNING OBJECTIVES

At completion of this course the student should be able to:

35-1 Orientation

- 35-1.1** Identify the basic components of juvenile firesetting. *6-1.1*
- 35-1.2** Identify the basic understanding of the juvenile firesetter problem.
6-1.1, 6-1.2
- 35-1.3** Identify the basic components in developing a juvenile firesetting program tailored to the Authority having Jurisdiction. *6-1.2, 6-2.2, 6-2.3*
- 35-1.4** Identify the Office of the State Fire Marshal requirements for certification as Juvenile Firesetter Intervention Specialist.

35-2 Juvenile Firesetter Networking 6-2.4

- 35-2.1** Identify the need to start a network
- 35-2.2** Identify how to start a network
- 35-2.3** Identify the people important to a juvenile firesetter network

35-3 Normal Child Development 6-1.1

- 35-3.1** Identify the normal development of:
 - 35-3.1.1** Preschooler
 - 35-3.1.2** Children in grades K – 6
 - 35-3.1.3** Adolescence and teenagers
 - 35-3.1.4** Mentally challenged children and adults
 - 35-3.1.5** Physically challenged children and adults
- 35-3.2** Identify the fire and burn problems associated with the:
 - 35-3.2.1** Preschooler
 - 35-3.2.2** Children in grades K – 6
 - 35-3.2.3** Adolescence and teenagers
 - 35-3.2.4** Mentally challenged children and adults
 - 35-3.2.5** Physically challenged children and adults

35-4 Mental Health Issues and Child Abuse 6-1.1

- 35-4.1** Identify the signs of child abuse and/or neglect
- 35-4.2** Identify the proper notifications for mandatory state reporting for abuse/neglect
- 35-4.3** Identify some of the symptoms of ADD/ADHD
- 35-4.4** Identify a basic understanding of Post Traumatic Stress Disorder (PTSD)
- 35-4.5** Identify a basic understanding of different therapy approaches by Mental Health

35-5 Characteristics of Juvenile Firesetters. 6-4.1

- 35-5.1** Identify the profile of the juvenile firesetter.
- 35-5.2** Identify the red flags associated with juvenile firesetting
- 35-5.3** Identify a basic understanding of ritualistic abuse
- 35-5.4** Identify a basic understanding of gang activities

- 35-6 How to identify Juvenile Firesetters 6-1.1, 6-1.2**
 - 35-6.1** Identify and understand the juvenile firesetting categories
 - 35-6.1.1** Low risk/curiosity firesetters
 - 35-6.1.2** Moderate risk/definite firesetters
 - 35-6.1.3** High risk/extreme firesetters
 - 35-6.2** Identify the family factors which can contribute to juvenile firesetting
 - 35-6.3** Identify the scope and level of the firesetting problem
 - 35-6.4** Identify the economic boundaries of the juvenile firesetting problem
 - 35-6.5** Identify the importance of tracking statistics
- 35-7 Juvenile Legal issues 6-1.1**
 - 35-7.1** Identify the involvement of the juvenile legal system in relation to juvenile firesetting
 - 35-7.2** Identify the need for confidentiality and obtaining information regarding juveniles
 - 35-7.3** Identify the pitfalls associated with dealing with the juvenile
 - 35-7.4** Identify the proper information that needs to be reported with a juvenile
 - 35-7.5** Identify the laws related to a juvenile
 - 35-7.6** Identify the steps that a juvenile can enter into the juvenile justice system
 - 35-7.7** Identify the various alternative sentencing programs available to the court system
- 35-8 Interviewing Juveniles 6-4.1**
 - 35-8.1** Identify the ideal environment for interviewing the juvenile. 6-4.2
 - 35-8.2** Identify the different interview techniques associated in interviewing the juvenile 6-4.3
 - 35-8.3** Identify the pitfalls associated with interviewing the juvenile
 - 35-8.4** **Demonstrate the ability to conduct an interview, given interview forms and program guidelines, so that the juvenile firesetter intervention specialist contacts the family; explains the program and its benefits; schedules a time, date, and place for the interview; and advises the family of possible intervention options. 6-4.2**
 - 35-8-5** **Demonstrate the ability to give feedback to a supervisor, given a case file, including forms, the interview information, and selected intervention, so that the supervisor can ensure that the assessment process meets all applicable policies and procedures. 6-2.3**
 - 37-8-6** **Demonstrate the appropriate review of a case file, given a referral, incident report, interview forms and all related information, so that, before speaking with the child and family, the juvenile firesetter intervention specialist become familiar with the incident and circumstances of the firesetting. 6-4.1**

35-9 Screening and Assessment 6-2.1

- 35-9.1** Identify the need for conducting evaluations/screenings
- 35-9.2** Identify the need to use the OSFM/ICFIRES Screening/Interview forms
- 35-9.3** Identify the proper method for completing and scoring the OSFM/ICFIRES Screening/Interview forms
- 35-9.4** Demonstrate the completion and scoring of the OSFM/ICFIRES Screening/Interview forms

35-10 Referral and Follow-up (Role playing) 6-4.6, 6-4.7



- 35-10.1** Identify the process to follow a child through the juvenile firesetter process
- 35-10.2** Identify the need the proper referrals
- 35-10.3** Identify the need and reason for continuous involvement with a juvenile firesetter child
- 35-10.4** Identify the need for follow-up, including the intervals of follow-up, needed for the different levels of firesetting behaviors


35-11 Public Education and Fire Prevention 6-2.4, 6-4.4, 6-4.5

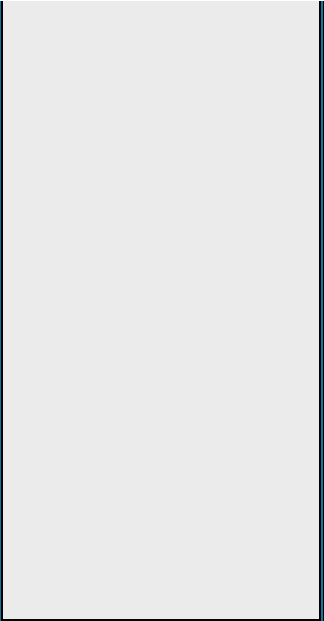
- 35-11.1** Identify the public education 5-Step Process
- 35-11.2** Identify the use of the 5-Step Process for the development of programs
- 35-11.3** Identify the available resources to educate juvenile firesetter children














35-12 Explosives Awareness and False Fire Alarms


- 35-12.1** Identify how children find explosives
- 35-12.2** Identify various ways children obtain explosives
- 35-12.3** Identify the basic types of explosives
- 35-12.4** Identify the most common explosives used by juveniles
- 35-12.5** Identify the need for fire alarm education
- 35-12.6** Identify the educational needs and concerns for false alarms

<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
OSFM Links	Features	Division of Personnel Standards & Education
Arson Investigation	<div>Hierarchy Charts</div> <div> Hazardous Material Hierarchy Chart</div> <div> Firefighter Hierarchy Chart</div>	Overview
Boiler and Pressure Vessel Safety		Exam Sites 2008 & 2009
Elevator Safety		Educational Opportunities
Fire Prevention		Special Test Request
Public Education		Certified Firefighter II On-Line
Fiscal Management		Ordinance
Personnel Standards & Education		Arson/Fire Investigator Recertification
Petroleum and Chemical Safety		Frequently Asked Questions
Technical Services		E-mail Us
OSFM Homeland Security		Firefighter Certification
Information		Basic Forms
Home		Prerequisites Needed For All Certification Levels (pdf)
Contact Us		Firefighter II
2010 Events Calendar		Firefighter III
2009 Annual Report		Airport Firefighter
News		Fire Apparatus Engineer
Agency General Information		Fire Service Vehicle Operator
UST Database and Contractor List		Fire Investigator
Fire Department List by County (pdf)		Fire Officer I
Fire Links		Fire Officer II
FOIA Requests		Fire Officer III
LODD Notification Policy		Fire Prevention Officer
LODD Benefits Guide		Hazardous Materials
NFIRS		Instructor
NFIRS Training Schedule		Juvenile Firesetter Intervention Specialist
Agency Forms		Hierarchy Charts
Grants and Loans Available		Rescue Programs
Pyrotechnics/Fireworks		Public Education
FEIN		Illinois Risk Watch®
School Inspector List		Illinois Remembering When™
Spring-Summer Newsletter		Juvenile Firesetterers/ICFIRES
Boards and Commissions Application Process		OSFM Awareness & Education
OSFM Features		
Hispanic/Latino Affairs		
Illinois Risk Watch		
"Fire & Administrative" Equipment Exchange Program		
Illinois Remembering When		
Illinois Firefighter Memorial and Medal of Honor		
Illinois Fire Museum		
Juvenile Firesetters		

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois



<div>Office of the State Fire Marshal</div> <div>www.state.il.us/osfm/</div> <div>Pat Quinn, Governor</div>		
<div>OSFM Links</div> <div>Arson Investigation</div> <div>Boiler and Pressure Vessel Safety</div> <div>Elevator Safety</div> <div>Fire Prevention</div> <div>Public Education</div> <div>Fiscal Management</div> <div>Personnel Standards & Education</div> <div>Petroleum and Chemical Safety</div> <div>Technical Services</div> <div>OSFM Homeland Security</div> <div>Information</div> <div>Home</div> <div>Contact Us</div> <div>2010 Events Calendar</div> <div>2009 Annual Report</div> <div>News</div> <div>Agency General Information</div> <div>UST Database and Contractor List</div> <div>Fire Department List by County (pdf)</div> <div>Fire Links</div> <div>FOIA Requests</div> <div>LODD Notification Policy</div> <div>LODD Benefits Guide</div> <div>NFIRS</div> <div>NFIRS Training Schedule</div> <div>Agency Forms</div> <div>Grants and Loans Available</div> <div>Pyrotechnics/Fireworks</div> <div>FEIN</div> <div>School Inspector List</div> <div>Spring-Summer Newsletter</div> <div>Boards and Commissions Application Process</div> <div>OSFM Features</div> <div>Hispanic/Latino Affairs</div> <div>Illinois Risk Watch</div> <div>"Fire & Administrative" Equipment Exchange Program</div> <div>Illinois Remembering When</div> <div>Illinois Firefighter Memorial and Medal of Honor</div> <div>Illinois Fire Museum</div> <div>Juvenile Firesetters</div>	<div>Overview</div> <div>Rescue Courses</div> <div><div>Technical Rescue Awareness</div><div>Structural Collapse Operations Objectives</div><div>Structural Collapse Technician Objectives</div><div>Confined Space</div><div>Trench Operations</div><div>Trench Technician</div><div>Vertical II</div><div>Rope Operations</div><div>Rope Operations - Rules (subject to change)</div><div>Vehicle & Machinery Operations</div><div>Vehicle & Machinery Technician</div><div>Water Operations</div><div>Basic Forms</div><div>Forms are created in ADOBE (PDF) FORMAT.<div></div></div></div>	<div>Division of Personnel Standards & Education</div> <div>Overview</div> <div>Exam Sites 2008 & 2009</div> <div>Educational Opportunities</div> <div>Special Test Request</div> <div>Certified Firefighter II On-Line</div> <div>Ordinance</div> <div>Arson/Fire Investigator Recertification</div> <div>Frequently Asked Questions</div> <div>E-mail Us</div> <div>Firefighter Certification</div> <div>Basic Forms</div> <div>Prerequisites Needed For All Certification Levels (pdf)</div> <div>Firefighter II</div> <div>Firefighter III</div> <div>Airport Firefighter</div> <div>Fire Apparatus Engineer</div> <div>Fire Service Vehicle Operator</div> <div>Fire Investigator</div> <div>Fire Officer I</div> <div>Fire Officer II</div> <div>Fire Officer III</div> <div>Fire Prevention Officer</div> <div>Hazardous Materials</div> <div>Instructor</div> <div>Juvenile Firesetter Intervention Specialist</div> <div>Hierarchy Charts</div> <div>Rescue Programs</div> <div>Public Education</div> <div>Illinois Risk Watch®</div> <div>Illinois Remembering When™</div> <div>Juvenile Firesetterers/ICFIRES</div> <div>OSFM Awareness & Education</div>

<div> State Links</div>
News
Illinois Facts
Living
Working
Visiting
Learning
Business
Technology
Government
Help
Home
Search Illinois

